

# WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

## EMPLOYEES CODE OF CONDUCT

### 1. INTRODUCTION

The Board's Code of Conduct is set out below. It covers the main standards of behaviour the Board requires from employees and includes the Board Rules, which employees need to follow.

The Board's Rules and the examples of misconduct are not exhaustive. All employees are under a duty to comply with the standards of behavior and performance required by the Board and to behave in a reasonable manner at all times.

A breach of the Board's Rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice. Examples of misconduct, which the Board normally regards as gross misconduct are included in the Board Rules.

### 2. BOARD RULES

#### 2.1 Attendance and Timekeeping

Employees are required to:

- (i) comply with the rules relating to notification of absence set out in Section 7 paragraph 7 of the Witham Rules
- (ii) arrive at work promptly, ready to start work at their contracted starting times.
- (iii) remain at work until their contracted finishing times.

Employees must obtain management authorization if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Board reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

#### 2.2 Standards and Conduct

Employees are required to:

- (a) behave in a way that does not constitute unlawful discrimination,
- (b) comply with all reasonable management instructions,
- (c) comply with the Board's operating policies and procedures,
- (d) co-operate fully with their colleagues and with management,
- (e) maintain satisfactory standards of performance at work,
- (f) to ensure that any queries received from the media are referred immediately to management. Employees must not attempt to deal with queries themselves,
- (g) to ensure the maintenance of acceptable standards of politeness,
- (h) to take all necessary steps to safeguard the Board's public image and preserve positive relationships with:
  - (i) Local Authorities
  - (ii) Members of the public
  - (iii) Other agencies
  - (iv) Other Boards
  - (v) Ratepayers of the District