

# 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:

- a) comply with the rules relating to notification of absence set out in Section 7 paragraph 7 of the White Book
- b) arrive at work promptly, ready to start work at their contracted starting times.
- c) remain at work until their contracted finishing times.

Employees must obtain management authorisation 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 associates
  - iv) Other Boards
  - v) Ratepayers of the District

## 2.3 Gifts And Hospitality

The interests of any person from whom you have received a gift or hospitality in connection with your work for the Board, with an estimated value of at least £25 must be declared to the Chief Executive and entered in the Register.

## 2.4 Flexibility

Employees may be required :

- a) from time to time to undertake duties outside their normal job remit.
- b) from time to time to work at locations other than their normal place of work.
- c) to work additional hours at short notice, in accordance with the needs of the Service

## 2.5 Confidentiality

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Board's business, members, colleagues or ratepayers, except as required by law or in the proper course of their duties.

Employees are not permitted to engage in any activity outside their employment with the Board, which could reasonably be interpreted, as competing with the Board.

## 2.6 Work Clothing and Personal Protective Equipment

Employees are required to

- a) wear the appropriate clothing for the role in which they are employed.
- b) wear or use any personal protective equipment as instructed by and supplied by the Board

## 2.7 Health and Safety

### 2.7.1 General

Employees are required:

- a) to ensure that safety equipment and clothing are always used in accordance with the Board's Health and Safety procedures
- b) make an entry in the Board's Accident Book of all accidents, however small.
- c) report all accidents, however small, as soon as possible to the Health and Safety Officer
- d) observe the Board's health and safety procedures
- e) to ensure that safety equipment and clothing are always used in accordance with the Board's health and safety procedures.
- f) to gain an understanding of the Board's health and safety procedures,

### 2.7.2 On Site Rules

Employees working on site are required to

- a) follow any site-specific rules
- b) wear any protective masks, safety shoes and other clothing required on site at all times during their working hours.

### 2.7.3 Smoking

In order to comply with the Smokefree Law (1<sup>st</sup> July 2007) Employees **must not** smoke (or allow any non-employees to smoke):

- a) in any of the Board's Buildings
- b) in any of the Board's vehicles or,
- c) anywhere on site or outside on the Board's premises where it would cause:
  - i) an unpleasant environment for non-smokers
  - ii) offence to others,
  - iii) the harmful effects of secondhand smoke to be experienced by others

## 2.8 Property and Equipment

Employees must not without permission of the Chief Executive:

- a) except for use on authorised Board business, employees are not permitted to make use of the Board's telephone, fax, postal or other services.
- b) remove Board or site property or equipment from Board or site premises unless for use on authorised Board business

On termination of their employment employees must return **all** Board property, such as keys, laptops, mobile telephones, vehicles, documents or any other items belonging to the Board. This list is not exhaustive.

Where an employee either willfully or deliberately damages property belonging to the Board, rather than doing so accidentally, the Board reserves the right to make a deduction from the employee's pay in respect of the damaged property.

Property recovered in the course of Board's activities should be reported to the Chief Executive, who will in turn inform the Police. Unclaimed items shall become the property of the Board and disposed in accordance with the Board's financial Regulations.

## 2.9 Personal Property

Personal possessions on Board premises are the sole responsibility of employees who should ensure that their personal possessions are kept in a safe place at all times.

## 2.10 Environment

In order to provide a cost-effective service, employees are requested :

- a) handle all materials with care.
- b) switch off equipment when it is not in use
- c) to use the Board's equipment, materials and services wisely.
- d) try to reduce wastage and the subsequent impact on the environment by ensuring that they close windows, avoid using unnecessary lighting or heating or leaving taps running,

## 2.11 Changes in Personal Details

To ensure the prompt payment of monies due to you and ensure the Board is able to contact you or another designated person in case of an emergency, employees must notify the Board as soon as possible of any change of:

- a) name
- b) address
- c) marital status
- d) next of kin
- e) telephone number
- f) bank account (*which effects where monies due to you from the Board are received*)

This will also help the Board to maintain accurate personal details in compliance with the Data Protection Act 1998.

## **2.12 Gross Misconduct**

Examples of behaviour which the Board treats as gross misconduct are set out below. Such behaviour may result in dismissal without notice. This list is not exhaustive:

- assault, acts of violence or aggression
- breach of confidentiality, including the unauthorised disclosure of Board business to the media or any other party
- bringing the Board into disrepute
- falsification of records or other Board documents, including those relating to obtaining employment
- gambling, bribery or corruption
- possession or use of or being under the influence of alcohol on Board premises or during working hours
- possession or use of or being under the influence of non-medical drugs on Board premises or during working hours
- refusal to carry out reasonable management instructions
- serious breach of the health and safety policies and procedures
- serious or gross negligence
- serious insubordination
- sleeping during working hours
- theft, dishonesty or fraud
- unacceptable use of obscene or abusive language
- unauthorised accessing or use of computer data
- unauthorised copying of computer software
- unlawful discrimination, including acts of indecency or harassment (please refer to the Equal Opportunities Policy set out in this Handbook).
- wilful damage to Board, employee or ratepayers property

## **3. INTERESTS**

### **3.1 Personal Interests**

- 1) You have a personal interest in any business of your Internal Drainage Board (i.e. a firm from which we buy goods and services) where either:
  - (a) it relates to or is likely to affect;
    - (i) any body of which you are a member or in a position of general control or management (e.g. the purchase of stock items from a company where you are a partner or shareholder),
    - (ii) any employment or business carried on by you;
    - (iii) any person or body who employs or has appointed you;
    - (iv) any person or body who has a place of business or land in your Internal Drainage Board's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of

£25,000 or one hundredth of the total issued share capital (whichever is the lower);

- (v) any contract for goods, services or works made between your Internal Drainage Board and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
  - (vi) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25 (see gifts and hospitality);
  - (vii) any land in your Internal Drainage Board's area in which you have a beneficial interest;
  - (viii) any land where the landlord is your Internal Drainage Board (e.g. bank rent) and you are, or a firm in which you are a partner, a company of which you are a remunerated director,
  - (ix) any land in the Internal Drainage Board's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
- 2) In sub-paragraph 3 (1b), a relevant person is—
- (a) a member of your family or any person with whom you have a close association; or
  - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; (e.g. the purchase of stock items from a company owned by a family member, where you are the person ordering the goods/services)
  - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
  - (d) any body of a type described in sub-paragraph 3.1(1a)(i) above.

### **3.2 Disclosure of personal interests**

- 1) Where you have a personal interest in any business of your Internal Drainage Board, you must disclose to the Chief Executive the existence and nature of that interest

### **3.3 Prejudicial interest generally**

- 1) Subject to sub-paragraph 2) below, where you have a personal interest in any business of your Internal Drainage Board you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 2) You do not have a prejudicial interest in any business of the Internal Drainage Board where that business does not affect your financial position or the financial position of a person or body described in paragraph 3.1;