

# Newark Area 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 behavior the Board requires from employees and includes the Board's 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 (reproduced from the White Book) 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 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

## **2.4 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.

## **2.5 Work Clothing and Personal Protective Equipment**

Employees are required:

- 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

## **2.6 Health and Safety**

### **2.6.1 General**

Employees are required:

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

### **2.6.2 On Site Rules**

Employees working on site are required:

- 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.

### **2.6.3 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

## 2.7 Property and Equipment

Employees must not without permission of the Clerk and Engineer:

- 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 damages property belonging to the Board, either through misuse or carelessness, the Board reserves the right to make a deduction from the employee's pay in respect of the damaged property.

## 2.8 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.

## 2.9 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

## 2.10 Changes in Personal Details

To ensure the prompt payment of monies due to you and ensure the Board is able to contact the 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.

## 2.11 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).
- willful damage to Board, employee or ratepayers property