

## ~~B — Officers' Code of Conduct~~

### **Preamble:**

~~Nothing in the following is intended to contradict any provision of the 'Whistle-blowing' legislation. The Royal Borough has a Whistleblowing Policy which may be relevant depending upon the circumstances of the case.~~

~~This Code of Conduct applies to everyone who is employed by the Royal Borough so that they know what is expected of them and are treated fairly. As a valued and trusted employee, it is crucial that you understand the importance of adhering to the standards of conduct set out in the code (and any related policies and departmental rules). A breach of these standards could lead to disciplinary action. A serious, or repeated breach, may result in dismissal from the Royal Borough.~~

~~Compliance with the code is an explicit requirement within the conditions of employment of all Royal Borough of Greenwich employees (except school-based employees where separate arrangements are in place). It must be noted that trade union officials are employees of the Royal Borough therefore these standards apply to trade union officials. The matters covered in this code are comprehensive but are not to be considered as being an exhaustive list. Employees should assume that conduct or actions which are not specified but which are similar to those described or relate to similar standards and principles to those set out in the code are also covered. This code should be complementary to any specific departmental procedures or standards of conduct. Similarly, employees who are required to maintain professional registration as a condition of their employment are also bound by standards of professional conduct.~~

### ~~1. **General**~~

~~1.1 — Any employee who fails to observe the Royal Borough's or their own departmental rules of conduct or in any other way commits a breach of discipline will be liable to disciplinary action. Such action will be taken in accordance with the Procedure for Managing Discipline.~~

~~Examples of general rules are provided at (1.2) below and examples of gross misconduct at (1.3) below.~~

### ~~1.2 **Examples of general rules**~~

## APPENDIX B

- ~~1.2.1 — All employees must be aware that the Royal Borough of Greenwich exists primarily to serve the public. They must always be courteous to the public.~~
- ~~1.2.2 — Employees must carry out their duties in a conscientious manner and must not wilfully neglect their duties nor cause any waste of time and/or productivity.~~
- ~~i. — Employees must not be absent from work without leave and/or a manager's authority without providing their line manager with a reasonable explanation for their absences.~~
- ~~ii. — Employees must not fail to attend disciplinary/grievance investigatory meetings and/or Occupational Health appointments when instructed to do so. If an employee is unable to attend, they must provide their line manager with a reasonable explanation for their absence in advance of the meeting/appointment.~~
- ~~1.2.5 — All employees must comply with legitimate instructions, and/or procedures and/or codes of conduct.~~
- ~~1.2.6 — Employees must not unlawfully discriminate in contravention of the Equality Act 2010, nor discriminate in contravention of the Royal Borough's equality/diversity policy, against any person with whom they come into contact in carrying out their work, e.g. on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation. This rule applies equally to bullying, harassment and victimisation.~~
- ~~1.2.7 — Employees must not bully any person with whom they come into contact in carrying out their work. Allegations of bullying will be investigated in line with the Borough's Dignity and Respect at Work procedure.\*~~
- ~~1.2.8 — Employees must not undertake any acts within or outside the workplace that conflict with their specific job role/purpose, bring the Royal Borough into disrepute and/or render them unacceptable to the Royal Borough such as destroying trust and confidence between them and the Royal Borough (e.g. domestic violence).~~
- ~~1.2.9 — Employees must not accept any bribe and/or indulge in any corrupt and/or improper practice.~~

- ~~1.2.10 Employees must not abuse any position of authority and/or improperly use or attempt to use their official position for their private advantage, and/or for the private advantage of any other person.~~
- ~~1.2.11 Employees must not indulge in betting or gaming for profit on official Royal Borough premises. This will not include traditional pursuits such as National Lottery syndicates or sweepstakes for sporting events, providing there is no profit accrued by the organiser.~~
- ~~1.2.12 Employees must not lend money to another member of staff at a rate of interest and/or borrow money from a junior member of staff and/or attempt to borrow money from individuals or organisations with whom they have come into contact through their official duties.~~
- ~~1.2.13 Employees must not indulge in private trading nor canvass for trade for any business and/or other venture on official Royal Borough premises unless specifically authorised by the Royal Borough.~~
- ~~1.2.14 Employees must not inappropriately and without authority release any information concerned with the Royal Borough's affairs to the press and/or public, or by way of books or articles or to any organisation including one that is funded by the Royal Borough. Employees must adhere to the Royal Borough's code that covers this issue.~~
- ~~1.2.15 Employees must not falsify, and/or destroy and/or otherwise alter any document, timesheet, etc. to gain benefit and/or financial advantage for themselves and/or others.~~
- ~~1.2.16 Unless specifically authorised by the Royal Borough, employees must not seek to obtain or accept loans of any kind (monies or articles) from clients or contractors with whom the employee comes into contact through work or users of Royal Borough services.~~
- ~~1.2.17 Employees must not take control over clients' financial affairs such as acquiring Power of Attorney unless specifically authorised by the Royal Borough.~~
- ~~1.2.18 Employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act, and/or who have accepted a caution and/or have been charged in a criminal case, must~~

~~disclose this to the Royal Borough, via their line manager, at all times without delay.~~

- ~~1.2.19 Employees must not engage in unauthorised employment during hours when contracted to work for the Royal Borough, nor engage in employment during off-duty hours that is detrimental either to the post holder's ability to carry out their duties or to the interests and/or reputation of the Royal Borough or which results in them working excessive hours and placing themselves and/or service users at risk. The employee must inform the Royal Borough of any other work that they do which, when added to their Royal Borough working hours would take their total working hours above 48 hours per week.~~
- ~~1.2.20 Employees above spinal column point 28 must devote their whole time service to the work of the Royal Borough. Such staff must not engage in any other business, and/or take up any other employment and/or appointment without the express written consent of their manager.~~
- ~~1.2.21 Employees must observe confidentiality of personal information relating to others in compliance with the Data Protection legislation and the General Data Protection Regulations (GDPR).~~
- ~~1.2.22 Employees must not misuse the Royal Borough's communications or information systems. (The Royal Borough monitors the use of its communications systems to detect misuse. Any unauthorised expenditure incurred will be deducted from the employee's pay.)~~
- ~~1.2.23 Employees must not incur any unauthorised expense for which the Royal Borough is liable (e.g. costs for consultants' services over and above those allowed under Standing Orders or by specific Committee decision).~~
- ~~1.2.24 Employees must show due respect for the Royal Borough's property, equipment, machinery, transport etc. No employee shall wilfully cause any waste, loss or damage to the property of the Royal Borough or remove it without authority or use it in any manner other than that prescribed or authorised.~~
- ~~1.2.25 In respect of work-related matters, including disciplinary, grievance or capability, unless specifically authorised, employees must not bring any complaint or make any representation or personal appeal, written or oral, directly or indirectly, to the Leader, Chief Executive, or individual Members~~

~~of the Royal Borough. (Work related matters can be handled in accordance with the Royal Borough's relevant policies and procedures.)~~

- ~~1.2.26 Employees must adhere to working time arrangements such as flexitime arrangements, and observe punctuality when reporting for duty, including adherence to core time (unless permitted to do otherwise). An employee who is unable to comply with the arrangements must notify the appropriate person as soon as is practicable, and explain the reason for lateness etc.~~
- ~~1.2.27 Employees unable to report for duty because of sickness must comply with the requirements for notification of sickness absence, and the submission of medical certificates (as appropriate) in accordance with the appropriate scheme of conditions of service or departmental rules.~~
- ~~1.2.28 Employees must observe the provisions of the Royal Borough's Policy on Smoking and must not smoke in any Royal Borough premises or vehicles (if you would like more information or need help or support to help you stop smoking please refer to the Occupational Health Service page on the HR Intranet). This clause applies equally to the use of electronic cigarettes or similar alternatives.~~
- ~~1.2.29 Employees must observe Safety Rules and Codes of Practice for Safety and use appropriate safety clothing and equipment~~
- ~~1.2.30 The Royal Borough has a 'zero tolerance' approach to alcohol and drugs at work. Therefore, no employee should be under the influence of alcohol or drugs to a degree that causes an inability to perform work satisfactorily or safely. Employees must observe the provisions of the Royal Borough's Alcohol and Drugs Policy, and (where this exists) their departmental alcohol policy.~~
- ~~1.2.31 Employees are required to present a professional image at work at all times. Where your role involves or may involve attendance at formal meetings or contact with internal or external customers you are expected to present a professional image. Employees may follow the traditions of their ethnic /cultural /religious background provided they are safe and appropriate to the job. Where uniform or protective clothing has been issued employees are required to wear these. Every employee whilst at work is expected to observe the Royal Borough's or their departmental dress codes where applicable.~~
- ~~1.2.32 Employees must not be insubordinate to management.~~

~~1.2.33 Employees must not display aggressive or offensive behaviour towards any colleague, which causes alarm or distress and/or is likely to cause alarm or distress to that person and/or any other person.~~

~~1.2.34 In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore,~~

~~evidence of ongoing registration is required and must be provided upon request. Failure to maintain registration may result in disciplinary action being taken against the employee.~~

### ~~1.3. Examples of Gross Misconduct~~

~~1.3.1 An explanation of 'gross misconduct' is provided in the Procedure for Managing Discipline.~~

~~1.3.2 Examples of offences, which will be regarded as gross misconduct, are as follows :-~~

~~1.3.3 Employees must not display gross insubordination to management~~

~~1.3.4 Employees must not display blatant and persistent refusal to obey reasonable and proper instruction/s.~~

~~1.3.5 Employee must not be regularly and/or continually absent from work without leave and/or a manager's authority without providing their line manager with a reasonable explanation for their absences.~~

~~1.3.6 Employees must not commit serious or wilful breaches of safety rules in such a way that the individual endangers himself/herself or others and/or including deliberate neglect and/or damage and/or misuse of safety equipment.~~

~~1.3.7 Employees must not publicly promote ideas that contravene the Royal Borough's Equal Opportunities Policy, e.g. inciting racial hatred in a public place.~~

~~1.3.8 The Royal Borough has a 'zero tolerance' approach to alcohol and drugs at work. Employees must not be under the influence of alcohol or drugs to such~~

~~a degree that the individual is a danger to himself/herself and/or to others and/or a hindrance or threat to others.~~

~~1.3.9 Employees must not accept bribes or attempt to bribe and/or indulge in other corrupt and/or dishonest practices.~~

~~1.3.10 Employees must not falsify documents and/or withhold relevant and essential information for financial and/or other personal gain and/or for the gain of other persons.~~

~~1.3.11 Employees must not commit theft and/or cause malicious damage to property and/or assets belonging to the Royal Borough, its Members, members of staff or the public.~~

~~1.3.12 Employees must not accept or seek to obtain loans of any kind (monies or articles) from clients and/or users of Royal Borough services without specific authority from the Royal Borough.~~

~~1.3.13 Employees must not accept or give 'gifts and/or hospitality' contrary to the Royal Borough's provisions.~~

~~1.3.14 During the recruitment process, applicants must disclose details of any criminal record(s), caution(s) etc. or charge(s) pending where required to do so.~~

~~1.3.15 During employment employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act and/or who have accepted a caution and/or have been charged in a criminal case, must disclose this to the Royal Borough, via their line manager, at all times, without delay.~~

~~1.3.16 Employees must not indulge in inappropriate use of communications and/or information systems, whether computerised or manual, for purposes that seriously conflict with Royal Borough policy. (The Royal Borough monitors its communications facilities to detect misuse and reserves the right to reclaim from the employee any costs incurred.)~~

~~1.3.17 Employees must not indulge in physical assault or fighting. In this context, physical assault or fighting shall be interpreted as the actual delivery of a blow or blows in any form as an attack on another person or any other sort of violence or aggression on another person that could result in injury.~~

- ~~1.3.18 Employees must not wilfully and seriously discriminate against any person with whom the employee comes into contact in carrying out their work, in contravention of the Equality Act 2010 and/or the Royal Borough's equality/diversity policy e.g. on the grounds of protected characteristics as outlined in the Equality Act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation. This rule applies equally to harassment and victimisation.~~
- ~~1.3.19 Employees must not wilfully and seriously use racist and/or sexist and/or homophobic language and/or use discriminatory language relating to any of the protected characteristics outlined in the Equality Act 2010, towards and/or in reference to any colleague and/or member of the public which is liable to cause harassment and/or offence and/or distress.~~
- ~~1.3.20 Employees must not administer corporal punishment and/or seriously ill-treat in any way any person within the care of, or dealt with by, the Royal Borough.~~
- ~~1.3.21 Employees must not publicly perpetrate a serious malicious falsehood against the Royal Borough and/or participate in such an act, i.e. seek to seriously damage the Royal Borough's reputation without reasonable cause.~~
- ~~1.3.22 Employees must not use their personal communication or information systems, including Social Media, in an inappropriate manner such as to seriously conflict with Royal Borough policy and destroy trust and confidence between themselves and the Royal Borough.~~
- ~~1.3.23 Employees must always comply with the arrangements applicable to the political restriction legislation.~~
- ~~1.3.24 Employees must not commit a criminal offence outside or within the working environment that makes the employee unsuitable for their job role/purpose or for remaining in the Royal Borough's employ, including, but not restricted to, those related to domestic violence.~~
- ~~1.3.25 Employees must not conduct their role in a manner that is in contravention with statutory regulations and guidance applicable role.~~



~~1.3.26 Employees must not use their position, regulatory and investigatory power, access to the system to obtain or provide information that has not been requested through a formal process or to undertake a 'fishing exercise' or obtain and issue information that contravenes the Data Protection Act.~~

~~1.3.27 Employees must not record hearings and meetings including informal meetings and adjournments between meetings and hearings.~~

~~1.3.28 In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore, evidence of ongoing registration is required and must be provided upon request. A failure to maintain registration that results in the employee being~~

~~unable to undertake their role would amount to a breach of contract and/or a fundamental breach of statutory requirements. This will be regarded as gross misconduct.~~

~~The above list of examples is neither exclusive nor exhaustive.~~

~~\* Examples of bullying and harassment, as referred to in the Dignity and Respect at Work Policy, paragraphs 2.7 and 4, are as follows:~~

- ~~● Physical conduct ranging from unwelcome touching to serious assault~~
- ~~● Conduct such as "banter", flirting etc. which continues after the recipient has made it clear that behaviour is unacceptable to him/her (although a single incident can be harassment)~~
- ~~● Ridicule, unwanted nicknames, obscene gestures, demeaning comments about a person's appearance~~
- ~~● Remarks related to a protected characteristic~~
- ~~● Something intended as a "joke" that may offend another person.~~
- ~~● Excluding someone at work, including isolation or non-cooperation at work~~
- ~~● Excluding someone from social activities~~

## APPENDIX B

- ~~• Cyberbullying, harassment or victimisation that takes place on blogs, email or social networking sites e.g. Facebook and Twitter.~~

~~Allegations of bullying, harassment and/or victimisation will be investigated in line with the Borough's Procedure for Managing Discipline and the Dignity and Respect at Work Policy.~~

**RESOURCES**



**General Code of Conduct**

[APPENDIX B](#)

**CODE OF CONDUCT**

**Preamble:**

Nothing in the following is intended to contradict any provision of the 'Whistle-blowing' legislation. The Royal Borough has a [Whistleblowing Policy](#) which may be relevant depending upon the circumstances of the case.

This Code of Conduct applies to everyone who is employed by the Royal Borough so that they know what is expected of them and are treated fairly. As a valued and trusted employee, it is crucial that you understand the importance of adhering to the standards of conduct set out in the code (and any related policies and departmental rules). A breach of these standards could lead to disciplinary action. A serious, or repeated breach, may result in dismissal from the Royal Borough.

Compliance with the code is an **explicit requirement** within the conditions of employment of all Royal Borough of Greenwich employees (except school-based employees where separate arrangements are in place). It must be noted that trade union officials are employees of the Royal Borough therefore these standards apply to trade union officials. The matters covered in this code are comprehensive but are not to be considered as being an exhaustive list. Employees should assume that conduct or actions which are not specified but which are similar to those described or relate to similar standards and principles to those set out in the code are also covered. This code should be complementary to any specific departmental procedures or standards of conduct. Similarly, employees who are required to maintain professional registration as a condition of their employment are also bound by standards of professional conduct.

1. General

1.1 Any employee who fails to observe the Royal Borough's or their own departmental rules of conduct or in any other way commits a breach of discipline will be liable to disciplinary action. Such action will be taken in accordance with the [Procedure for Managing Discipline](#).

Examples of general rules are provided at (1.2) below and examples of gross misconduct at (1.3) below.

1.2. Examples of general rules

1.2.1	All employees must be aware that the Royal Borough exists primarily to serve the public. They must always be courteous to the public.
1.2.2	Employees must carry out their duties in a conscientious manner and must not wilfully neglect their duties nor cause any waste of time and/or productivity.
1.2.3	Employees must not be absent from work without leave and/or a manager's authority without providing their line manager with a reasonable explanation for their absences.
1.2.4	Employees must not fail to attend disciplinary/grievance investigatory meetings and/or Occupational Health appointments when instructed to do so. If an employee is unable to attend, they must provide their line manager with a reasonable explanation for their absence in advance of the meeting/appointment.

APPENDIX B

1.2.5	All employees must comply with legitimate instructions, and/or procedures and/or codes of conduct.
1.2.6	Employees must not unlawfully discriminate in contravention of the Equality Act 2010, nor discriminate in contravention of the Royal Borough's equality/diversity policy, against any person with whom they come into contact in carrying out their work, e.g. on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation. This rule applies equally to bullying, harassment and victimisation.
1.2.7	Employees must not bully any person with whom they come into contact in carrying out their work. Allegations of bullying will be investigated in line with the Borough's Dignity and Respect at Work procedure. *
1.2.8	Employees must not undertake any acts within or outside the workplace that conflict with their specific job role/purpose, bring the Royal Borough into disrepute and/or render them unacceptable to the Royal Borough such as destroying trust and confidence between them and the Royal Borough (e.g. domestic violence).
1.2.9	Employees must not accept any bribe and/or indulge in any corrupt and/or improper practice.
1.2.10	Employees must not abuse any position of authority and/or improperly use or attempt to use their official position for their private advantage, and/or for the private advantage of any other person.
1.2.11	Employees must not indulge in betting or gaming for profit on official Royal Borough premises. This will not include traditional pursuits such as National Lottery syndicates or sweepstakes for sporting events, providing there is no profit accrued by the organiser.
1.2.12	Employees must not lend money to another member of staff at a rate of interest and/or borrow money from a junior member of staff and/or attempt to borrow money from individuals or organisations with whom they have come into contact through their official duties.
1.2.13	Employees must not indulge in private trading nor canvass for trade for any business and/or other venture on official Royal Borough premises unless specifically authorised by the Royal Borough.
1.2.14	Employees must not inappropriately and without authority release any information concerned with the Royal Borough's affairs to the press and/or public, or by way of books or articles or to any organisation including one that is funded by the Royal Borough. Employees must adhere to the Royal Borough's code that covers this issue.
1.2.15	Employees must not falsify, and/or destroy and/or otherwise alter any document, timesheet, etc. to gain benefit and/or financial advantage for themselves and/or others.
1.2.16	Unless specifically authorised by the Royal Borough, employees must not seek to obtain or accept loans of any kind (monies or articles) from clients or contractors with whom the employee comes into contact through work or users of Royal Borough services.
1.2.17	Employees must not take control over clients' financial affairs such as acquiring Power of Attorney unless specifically authorised by the Royal Borough.
1.2.18	Employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act, and/or who have accepted a caution and/or have been charged in a criminal case, must disclose this to the Royal Borough, via their line manager, at all times without delay.

APPENDIX B

1.2.19	Employees must not engage in unauthorised employment during hours when contracted to work for the Royal Borough, nor engage in employment during off-duty hours that is detrimental either to the post holder's ability to carry out their duties or to the interests and/or reputation of the Royal Borough or which results in them working excessive hours and placing themselves and/or service users at risk. The employee must inform the Royal Borough of any other work that they do which, when added to their Royal Borough working hours would take their total working hours above 48 hours per week.
1.2.20	Employees above spinal column point 28 must devote their whole-time service to the work of the Royal Borough. Such staff must not engage in any other business, and/or take up any other employment and/or appointment without the express written consent of their manager.
1.2.21	Employees must observe confidentiality of personal information relating to others in compliance with the Data Protection legislation and the General Data Protection Regulations (GDPR).
1.2.22	Employees must not misuse the Royal Borough's communications or information systems. (The Royal Borough monitors the use of its communications systems to detect misuse. Any unauthorised expenditure incurred will be deducted from the employee's pay.)
1.2.23	Employees must not incur any unauthorised expense for which the Royal Borough is liable (e.g. costs for consultants' services over and above those allowed under Standing Orders or by specific Committee decision).
1.2.24	Employees must show due respect for the Royal Borough's property, equipment, machinery, transport etc. No employee shall wilfully cause any waste, loss or damage to the property of the Royal Borough or remove it without authority or use it in any manner other than that prescribed or authorised.
1.2.25	In respect of work-related matters, including disciplinary, grievance or capability, unless specifically authorised, employees must not bring any complaint or make any representation or personal appeal, written or oral, directly or indirectly, to the Leader, Chief Executive, or individual Members of the Royal Borough. (Work related matters can be handled in accordance with the Royal Borough's relevant policies and procedures.)
1.2.26	Employees must adhere to working time arrangements such as flexitime arrangements, and observe punctuality when reporting for duty, including adherence to core time (unless permitted to do otherwise). An employee who is unable to comply with the arrangements must notify the appropriate person as soon as is practicable, and explain the reason for lateness etc.
1.2.27	Employees unable to report for duty because of sickness must comply with the requirements for notification of sickness absence, and the submission of medical certificates (as appropriate) in accordance with the appropriate scheme of conditions of service or departmental rules.
1.2.28	Employees must observe the provisions of the Royal Borough's Policy on Smoking and must not smoke in any Royal Borough premises or vehicles (if you would like more information or need help or support to help you stop smoking please refer to the Occupational Health Service page on the HR Intranet). This clause applies equally to the use of electronic cigarettes or similar alternatives.

## APPENDIX B

1.2.29	Employees must observe Safety Rules and Codes of Practice for Safety and use appropriate safety clothing and equipment.
1.2.30	The Royal Borough has a 'zero-tolerance' approach to alcohol and drugs at work. Therefore, no employee should be under the influence of alcohol or drugs to a degree that causes an inability to perform work satisfactorily or safely. Employees must observe the provisions of the Royal Borough's Alcohol and Drugs Policy, and <i>(where this exists)</i> their departmental alcohol policy.
1.2.31	Employees are required to present a professional image at work at all times. Where your role involves or may involve attendance at formal meetings or contact with internal or external customers you are expected to present a professional image. Employees may follow the traditions of their ethnic /cultural /religious background provided they are safe and appropriate to the job. Where uniform or protective clothing has been issued employees are required to wear these. Every employee whilst at work is expected to observe the Royal Borough's or their departmental dress codes where applicable.
1.2.32	Employees must not be insubordinate to management.
1.2.33	Employees must not display aggressive or offensive behaviour towards any colleague, which causes alarm or distress and/or is likely to cause alarm or distress to that person and/or any other person.
1.2.34	In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore, evidence of ongoing registration is required and must be provided upon request. Failure to maintain registration may result in disciplinary action being taken against the employee.

### 1.3. Examples of Gross Misconduct

1.3.1 An explanation of 'gross misconduct' is provided in the Procedure for Managing Discipline.

1.3.2 Examples of offences, which will be regarded as gross misconduct, are as follows: -

1.3.3	Employees must not display gross insubordination to management
1.3.4	Employees must not display blatant and persistent refusal to obey reasonable and proper instruction/s.
1.3.5	Employee must not be regularly and/or continually absent from work without leave and/or a manager's authority without providing their line manager with a reasonable explanation for their absences.
1.3.6	Employees must not commit serious or wilful breaches of safety rules in such a way that the individual endangers himself/herself or others and/or including deliberate neglect and/or damage and/or misuse of safety equipment.
1.3.7	Employees must not publicly promote ideas that contravene the Royal Borough's <u>Equal Opportunities Policy</u> , e.g. inciting racial hatred in a public place.
1.3.8	The Royal Borough has a 'zero-tolerance' approach to alcohol and drugs at work. Employees must not be under the influence of alcohol or drugs to such a degree that the individual is a danger to himself/herself and/or to others and/or a hindrance or

APPENDIX B

	threat to others.
1.3.9	Employees must not accept bribes or attempt to bribe and/or indulge in other corrupt and/or dishonest practices.
1.3.10	Employees must not falsify documents and/or withhold relevant and essential information for financial and/or other personal gain and/or for the gain of other persons.
1.3.11	Employees must not commit theft and/or cause malicious damage to property and/or assets belonging to the Royal Borough, its Members, members of staff or the public.
1.3.12	Employees must not accept or seek to obtain loans of any kind (monies or articles) from clients and/or users of Royal Borough services without specific authority from the Royal Borough.
1.3.13	Employees must not accept or give 'gifts and/or hospitality' contrary to the Royal Borough's provisions.
1.3.14	During the recruitment process, applicants must disclose details of any criminal record(s), caution(s) etc. or charge(s) pending where required to do so.
1.3.15	During employment employees who are under investigation by the Police in relation to an allegation that they have committed a criminal act and/or who have accepted a caution and/or have been charged in a criminal case, must disclose this to the Royal Borough, via their line manager, at all times, without delay.
1.3.16	Employees must not indulge in inappropriate use of communications and/or information systems, whether computerised or manual, for purposes that seriously conflict with Royal Borough policy. (The Royal Borough monitors its communications facilities to detect misuse and reserves the right to reclaim from the employee any costs incurred.)
1.3.17	Employees must not indulge in physical assault or fighting. In this context, physical assault or fighting shall be interpreted as the actual delivery of a blow or blows in any form as an attack on another person or any other sort of violence or aggression on another person that could result in injury.
1.3.18	Employees must not wilfully and seriously discriminate against any person with whom the employee comes into contact in carrying out their work, in contravention of the Equality Act 2010 and/or the Royal Borough's equality/diversity policy e.g. on the grounds of protected characteristics as outlined in the Equality Act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief sex (gender) and sexual orientation. This rule applies equally to harassment and victimisation.
1.3.19	Employees must not wilfully and seriously use racist and/or sexist and/or homophobic language and/or use discriminatory language relating to any of the protected characteristics outlined in the Equality Act 2010, towards and/or in reference to any colleague and/or member of the public which is liable to cause harassment and/or offence and/or distress.
1.3.20	Employees must not administer corporal punishment and/or seriously ill-treat in any way any person within the care of, or dealt with by, the Royal Borough.
1.3.21	Employees must not publicly perpetrate a serious malicious falsehood against the Royal Borough and/or participate in such an act, i.e. seek to seriously damage the Royal Borough's reputation without reasonable cause.
1.3.22	Employees must not use their personal communication or information systems, including Social Media, in an inappropriate manner such as to seriously conflict with Royal Borough policy and destroy trust and confidence between themselves and the



APPENDIX B

	Royal Borough.
I.3.23	Employees must always comply with the arrangements applicable to the political restriction legislation.
I.3.24	Employees must not commit a criminal offence outside or within the working environment that makes the employee unsuitable for their job role/purpose or for remaining in the Royal Borough's employ, including, but not restricted to, those related to domestic violence.
I.3.25	Employees must not conduct their role in a manner that is in contravention with statutory regulations and guidance applicable to their role.
I.3.26	Employees must not use their position, regulatory and investigatory power, access to the system to obtain or provide information that has not been requested through a formal process or to undertake a 'fishing exercise' or obtain and issue information that contravenes the Data Protection Act.
I.3.27	Employees must not record hearings and meetings including informal meetings and adjournments between meetings and hearings.
I.3.28	In order to be able to practice, employees in roles requiring professional registration to practice are required to maintain their professional registration through payment of fees and re-registering within the required timescales determined by the relevant professional body. Therefore, evidence of ongoing registration is required and must be provided upon request. A failure to maintain registration that results in the employee being unable to undertake their role would amount to a breach of contract and/or a fundamental breach of statutory requirements. This will be regarded as gross misconduct.
<u>I.3.29</u>	<u>Employees must not engage in any behaviour which is in breach of the Royal Borough's Child Protection and Safeguarding Policies and Procedures.</u>

Formatted: Indent: Left: 0.06 cm, First line: 0 cm

The above list of examples is neither exclusive nor exhaustive.

\* Examples of bullying and harassment, as referred to in the Dignity and Respect at Work Policy, paragraphs 2.7 and 4, are as follows:

- Physical conduct ranging from unwelcome touching to serious assault
- Conduct such as "banter", flirting etc. which continues after the recipient has made it clear that behaviour is unacceptable to him/her (although a single incident can be harassment)
- Ridicule, unwanted nicknames, obscene gestures, demeaning comments about a person's appearance
- Remarks related to a protected characteristic
- Something intended as a "joke" that may offend another person.
- Excluding someone at work, including isolation or non-cooperation at work
- Excluding someone from social activities
- Cyberbullying, harassment or victimisation that takes place on blogs, email or social networking sites e.g. Facebook and Twitter.

APPENDIX B

Allegations of bullying, harassment and/or victimisation will be investigated in line with the [Royal](#) Borough's Procedure for Managing Discipline and the Dignity and Respect at Work Policy.

**Formatted:** Indent: Left: 0.63 cm, Space After: 8 pt,  
Tab stops: Not at 6.64 cm