



Woughton Community Council

Officer code of conduct 2023

Code of Conduct

This code of conduct outlines our expectations and standards from our employees. Namely behaviour towards colleagues, management, and the organisation. Whilst we welcome freedom of expression and open communication, we expect all our employees to follow our code of conduct. This policy aims to mitigate any employees participating in serious disputes or disrupting the workplace. We expect our employees to foster our well-organised, respectful, and collaborative environment.

Policy Principles

This policy relates to all our employees regardless of employment terms or rank. It also applies to volunteers whilst they are on duty.

Compliance

Our expectation is that our employees protect the reputation and good name of Woughton Community Council (WCC). We expect all employees to comply with the law and our company policies and procedures. Employees should be ethical and responsible when regarding their role as an officer, WCC finances, service delivery and public image. All policies and procedures are available on Brightpay employee portal and in the Employee handbook which you can access on SharePoint or through request via the Operations manager.

Integrity at work

We request all employees always conduct themselves professionally, to be punctual and ready to work and to be accountable. We expect our employees to always be honest, respectful, and responsible. We expect all of our officers to foster our culture at Woughton and be inclusive, uphold confidentiality where relevant and to always promote ethical and moral choices. All organisational decisions should be made on 'merit' and not for any exclusive benefit or rewards for individuals or partnerships.

Professionalism

We expect our employees follow our 'smart-casual' dress code, dressing smarter when applicable i.e., meeting external parties, attending meetings etc. Public facing staff should wear the Woughton Community Council branded uniform provided. We request employees come to work with a professional and tidy appearance.

All gifts offered to you as an employee will require you to complete a 'Declaration of gifts' form to submit to the Operations and / or Council manager. We strictly prohibit bribes that would benefit an external party or yourself.

We encourage mentoring throughout the organisation and follow a one-to-one and supervision policy. All employees should fulfil their job duties with integrity and respect towards residents, colleagues, councillors, external partnerships, and our community. Supervisory and/or management roles should not abuse their authority and we expect them to delegate duties to their

team members effectively and fairly considering competences and caseloads. We expect all team members to follow supervisory and/or management instructions and complete their duties with skill in a timely manner.

Absenteeism and tardiness

Employees should follow their contractual terms, and to be punctual when coming to and leaving work. Whilst a 'one-off' exception can be made that prevent employees from following their standard workday/hours we generally expect for our employees to come to work on time, and ready to work.

Conflict of interests

We expect our employees to avoid making decisions that best act in their own personal, financial, or other interests.

Collaboration

We expect our employees to work openly and collaboratively, and to co-operate with each other. They should not disrupt the workplace or present obstacles to their colleagues' work or working environment.

Communication

Whilst we encourage freedom of expression and speech, we expect our employees to communicate openly and professionally. They should always speak respectfully and in a manner in tone with a professional environment regardless of whether they are speaking to colleagues, residents, external partners, or councillors. All communications should be polite and unoffensive.

Disciplinary action

For serious or repeat offences that fail to follow our code of conduct, disciplinary action may be taken against you. Disciplinary action may vary depending on the seriousness of the violation and you should refer to our Disciplinary policy for further detail. In cases of corruption, theft, fraud or other unlawful behaviour we are at liberty to commence legal action.

Linked policies

Dignity at Work Policy
Disciplinary procedure

Last review date:	August 2023
Next review date:	August 2025
Lead:	Operations Manager
Overseeing Committee:	Operations
Approved:	
Review cycle:	2 yearly