NOTTINGHAMSHIRE
POLICE & CRIME
COMMISSIONER

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Table of Contents

SECTION 1 VERSION CONTROL 2
SECTION 2 BACKGROUND 2
SECTION 3 AIMS / OBJECTIVES 2
SECTION 4 DETAILS 2
SECTION 5 LEGISLATIVE COMPLIANCE 4

SECTION 1 VERSION CONTROL

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1.0	Nov 12	Lisa Pearson	Office Manager	
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SECTION 2 BACKGROUND

This code of conduct is a set of standards describing the behaviour of an employee of the Local Policing Body (Commissioner's Office).

The Code goes beyond compliance with the laws and regulations. It demonstrates commitment to acting ethically and with integrity in every situation while at the same time respecting people's rights as individuals.

SECTION 3 AIMS / OBJECTIVES

To provide a clear set of standards describing the behaviour expected of the employee.

SECTION 4 DETAILS

4.1 Introduction

4.1.1 This Code applies to employees working under the direction and control of the Nottinghamshire Police and Crime Commissioner's Chief Executive.

4.1.2 This Code forms part of the terms and conditions of employment.

4.1.3 A breach of the Code shall be dealt with in accordance with the disciplinary procedure.

4.1.4 This Code does not apply to staff employed by or under the direction and control of the Chief Constable.

4.2 Honesty, Integrity, Impartiality and Objectively

An employee must perform his or her duties with honesty, integrity, impartiality and objectively.

4.3 Accountability

An employee must be accountable to the Commissioner's Office for his or her actions

4.4 Respect for Others:

An employee must:

a) Treat others with respect
b) Not discriminate unlawfully against any person; and
c) Treat the Police and Crime Commissioner and Deputy Police and Crime Commissioner professionally.

5. Stewardship

An employee must:

a) Use any public funds entrusted to or handled by him or her in a responsible and lawful manner; and
b) Not make personal use of property, vehicles or other facilities of the Commissioner's Office unless authorised to do so.

6. Personal Interests

An employee must not in his or her official capacity:

a) Allow his or her personal interests to conflict with the requirements and interests of the Commissioner's Office.
b) Use his or her position improperly to confer an advantage or disadvantage to any person.

7. Register of Interests

An employee must comply with the requirements of the Commissioner's Office:

a) To register or declare interests; and
b) To declare hospitality, benefits or gifts received as a consequence of his or her employment.

8. Appointment and Employment Matters

An employee involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant/employee, or has a close personal relationship outside of work with him/her.

9. Whistleblowing Procedures

1) In the event that en employment becomes aware of activities which the employee reasonably believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and/or with the Local Policing Body's confidential reporting procedure or any other procedure designed for this purpose.

2) An employee must not treat another employee of the Commissioner's Office less favourably than other employees by the reason that the other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure that the Commissioner's Office has for reporting such matters as referred to above.

10. Equality

An employee must comply with the policies of the Commissioner's Office relating to equality issues, in addition to the requirements of the law.

11. Openness

An employee must:

a) Not disclose information given to him or her in confidence by anyone, or information acquired which he or she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he or she is required by law to do so, and
b) Not prevent another person from gaining access to information to which that person is entitled by law.

12. Duty of Trust

An employee must at all times act in accordance with the trust that the public is entitled to place in him or her.

13. Complaints

Any complaint that an employee may have breached this Code of Conduct shall be made to the Chief Executive of the Commissioner's Office or as otherwise permitted by law. Any complaint in relation to the Chief Executive shall be made to the Deputy Police and Crime Commissioner or as otherwise permitted by law.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Equality Act 2010, Sex Discrimination Act 1975 and Employment Relations Act 1999.