



ETHICAL FRAMEWORK AND CODE OF CONDUCT FOR STAFF

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Policy author:	Research and Analysis Officer	Policy owner:	Chief Executive
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Last reviewed on:	10/6/2014	Applicable to:	Staff Members
Equality Impact Assessed on:	An initial Equality Impact Assessment has been completed. A full impact assessment is not required as it is considered that the Codes of Conduct will not disproportionately adversely affect any protected characteristic community as defined in the Equality Act 2010.		
At the time of ratifying this procedure and at the time of all subsequent reviews, the author and the owner of this procedure are satisfied that this document complied with relevant legislation.			

Version Control			
Date	Version	Name	Changes
20/11/2012	1/Draft	E Robertson	Policy created
10/06/2014	1.1	E Robertson	Minor amendments

Related Documents
Code of Conduct for the Police & Crime Commissioner

CONTENT

- Section 1 – Introduction
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INTRODUCTION

1. This Code applies to all staff, contractors and volunteers of the Office of the Police & Crime Commissioner (hereafter referred to as "staff"). It takes into account the Code of Ethics issued by the College of Policing in May 2014.
2. This Code forms part of the terms and conditions of employment of staff.
3. This Code does not apply when staff act in a purely private capacity, however staff are asked to be aware of the impact of their actions on the reputation of the Office of the Police & Crime Commissioner.

HONESTY, INTEGRITY, IMPARTIALITY, AND OBJECTIVITY

4. Staff must perform their duties with honesty, integrity, impartiality and objectivity.

ACCOUNTABILITY

5. Staff are accountable to the Commissioner for their actions.

RESPECT FOR OTHERS

6. Staff must:-
 - (a) treat others with respect
 - (b) not discriminate unlawfully against any person; and
 - (c) treat the Commissioner and Deputy Commissioner professionally.

STEWARDSHIP

7. Staff must:-
 - (a) use any public funds entrusted to or handled by them in a
 - (b) responsible and lawful manner; and
 - (c) not make personal use of property, vehicles or other facilities of the Commissioner unless authorised to do so.

PERSONAL INTERESTS

8. An staff must not in their official or personal capacity:-
 - (a) allow their personal interests to conflict with the requirements and interests of the Commissioner; or
 - (b) use their position improperly to confer an advantage or disadvantage on any person.

REGISTRATION OF INTERESTS

9. Staff must comply with any requirement made by the Commissioner:-
 - (a) to register or declare interests; and
 - (b) to declare hospitality, benefits or gifts received as a consequence of their employment.

APPOINTMENT AND EMPLOYMENT MATTERS

10. Staff involved in appointments or decisions relating to discipline, promotion or grading should not be involved if related to an applicant/staff member, or when they have close personal relationship outside of work with them.

WHISTLEBLOWING PROCEDURES

11. In the event that staff become aware of activities which they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this Code, they should report the matter, acting in accordance with the Commissioner's Confidential Reporting Procedure.
12. No staff member may be treated less favourably because they are any way involved, or thought to be involved, in the Confidential Reporting Procedure.

EQUALITY

13. Staff must comply with the policies of the Commissioner relating to equality issues, in addition to the requirements of the Equality Act 2010.

OPENNESS

14. Staff must not:-
 - (a) not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are 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.

DUTY OF TRUST

15. Staff must act at all times in accordance with the trust that the public places in them.

COMPLAINTS

16. Any complaint that staff may have breached this Code of Conduct should be made to the Chief Executive of the Office of the Police & Crime Commissioner at the address below. Any complaint in relation to the Chief Executive should be made to the Deputy Police & Crime Commissioner at the address below.

Office of the Police & Crime Commissioner
Constabulary Headquarters
Clemonds Hey
Oakmere Road
Winsford
Cheshire
CW7 2UA