



Employee Code of Conduct

2025/26

Policy brief & purpose

This **Employee Code of Conduct policy** outlines our expectations regarding all employees' behaviour and approach towards their colleagues, councillors, council representatives, residents and all persons that are communicated with as part of their positions.

This policy applies to all our employees regardless of employment agreement or rank. Parish Council employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

Employee Obligations

The Parish Council understands freedom of expression and open communication and expect all employees to follow this code of conduct. Employees should avoid offending, participating in serious disputes and disrupting the workplace. We also expect employees to foster a well-organized, respectful and collaborative environment.

The Parish Council expects employees to:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language
- Treat everyone they encounter with dignity and respect
- Show tolerance and respect for the rights of others, personal beliefs in a way that will not overly influence others

- All employees must protect the Parish Council's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with the Parish Council finances, events, meetings, partnerships and public image.
- All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, [harassment](#) or victimisation. Employees should conform with our [equal opportunity policy](#) in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
- All employees must show [integrity](#) and professionalism in the workplace
- All employees should treat Parish Council property, whether material or intangible, with respect and care. Employees should only use Parish Council property to complete their job duties and never for personal use. Staff will not use technology to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.
- We discourage employees from accepting gifts from clients or residents. We prohibit bribes for the benefit of any external or internal party.
- Employees should not come into the office under the influence of drugs or alcohol.
- Members of staff are often privy to sensitive and confidential information; this information will never be:
 - Disclosed to anyone without the relevant authority
 - Used to humiliate, embarrass or blackmail others
 - Used for a purpose other than what it was collected and intended for (General Data Protection Regulations – GDPR)

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward Councillors, stakeholders and the community. Managers and Councillors mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Employees should follow their schedules. This may involve different working hours on a daily basis. If an employee cannot attend work, then they are expected to contact the

Clerk before 9am on the working day, to ensure the manager can arrange cover for any planned duties that cannot be postponed. If the Clerk should be unable to attend, then they should inform the Chair of the Parish Council.

We expect employees to avoid any personal, political, religious, financial or other interests that might hinder their capability or willingness to perform their job duties.

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

All employees must be [open for communication](#) with their colleagues, manager or councillors.

All employees should read and follow our Parish Council policies and this policy should be read and signed by all employees alongside grievance and disciplinary policies.

Employee Declaration

I have read, understood and will abide by this policy

Name of Employee: _____

Signed Employee: _____

Date: _____