

## OFFICER CODE OF CONDUCT

### 1. Introduction

- 1.1 This Code together with the policies described in paragraph 3 set out the standards of conduct expected of all council employees ("Officers").
- 1.2 Officers should be aware that a failure to comply with this Code could result in disciplinary action in accordance with the Council's disciplinary policy

### 2. Officers' obligations

- 2.1 All Officers have a general obligation to maintain the Council's reputation and should not do anything to adversely affect this – whether in work or outside of work.
- 2.2 Officers are expected to:
  - (a) give the highest possible standard of service to the people of Dorset and to provide appropriate impartial advice. This applies whether the service is provided in person, over the phone, via email or any other method.
  - (b) be responsible for their own actions and behaviour and should seek to avoid any conduct that would lead any reasonable person to question their motivation or intentions.
  - (c) raise any concerns about service provision or practice which affect the integrity of the Council, including any fraud, bribery, corruption or other malpractice. Where appropriate, and where raising the concern is in the public interest, the Council's Whistle-blowing Policy should be followed.
  - (d) be politically neutral when advising Members or the Council.
  - (e) avoid inappropriate relationships with Members, Contractors or other Officers.
  - (f) treat everyone with the same professional standards regardless of gender, gender identity, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, religion or belief, disability, sexual orientation, pregnancy or maternity, criminal background, trade union activity or political belief.
  - (g) in accordance with arrangements determined by the Council, declare any interest, outside employment or receipt of gifts or hospitality that would have to be declared by Members.
  - (h) avoid conflicts of interest between work for the Council and other employment and interests outside of work. This includes the not using of Council information, resources and intellectual property for personal gain or for the benefit others who might use it in such a way.
  - (i) use public funds in a responsible and lawful manner.
  - (j) to comply with the Supporting Policies where applicable.

**3. FRAUD, CORRUPTION AND BRIBERY**

3.1 The Council, the Head of Paid Service, Executive Directors and all Corporate Directors have a zero tolerance commitment to issues of bribery and corruption.

3.2 Officers should report to their line manager or any Executive Director any corrupt offer that is made to them. Officers should also inform their line manager of any situation that they identify which they consider could result in the Council, its Members or Officer being vulnerable to fraud, corruption or bribery.

**4. SUPPORTING POLICIES AND PROCEDURES**

List relevant policies