

Halewood Town Council

Employee Code of Conduct Policy

Background

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 employees to follow the code of conduct. This policy aims to mitigate any employees participating in serious disputes or disrupting the workplace. We expect employees to foster a well-organised, respectful, and collaborative environment.

Policy Principles

This policy relates to all our employees regardless of employment terms or rank.

Compliance

Our expectation is that employees protect our legality. We expect all employees to comply with the law and our company policies and procedures. Employees should be ethical and responsible when regarding your role as an officer, our finances, service delivery and public image. All policies and procedures are available on the council's website.

Integrity at work

We request employees to 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/staff to foster a culture at Halewood Town Council that is inclusive, upholds 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 employees follow our 'smart-casual' dress code, dressing smarter when applicable i.e., meeting external parties, attending meetings etc. Public facing staff must wear the Halewood Town Council branded uniform. 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

Town Manager or Democratic Services and Administration Officer. We strictly prohibit bribes that would benefit an external party or yourself.

We encourage mentoring throughout the organisation and follow a 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 workloads. We expect all team members to follow supervisory and/or management instructions and complete their duties with skill in a timely manner.

Absenteeism and Lateness

Employees should follow their contractual terms, and to be punctual when coming to and leaving work. Whilst it is understandable that exceptional circumstances can prevent employees from following their standard workday/hours, we generally expect our employees to come to work on time, and ready to work.

Conflict of interests

Employees must avoid making decisions that may be in their own personal, financial, or other interests where this conflict with council needs, priorities, or day-to-day working. The 'Staff Declaration of Interests Policy' details this further.

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. Halewood Town Council will not tolerate discriminatory behaviour or language either verbally, in writing or through the actions or inactions of our staff whilst dealing with fellow employees, members of the public, stakeholders, external visitors to the exclusion of none.

Disciplinary action

For serious or repeat offences that fail to follow our code of conduct, disciplinary action may be taken. Disciplinary action may vary depending on the seriousness of the violation, and you should refer to our Disciplinary policy for further detail. Cases of corruption, theft, fraud or other unlawful behaviour will be regarded as Gross Misconduct, and the council would consider legal action in such circumstances.

Summary

Halewood Town Council, through this policy, aims to mitigate any employees participating in serious disputes or disrupting the workplace. We expect employees to foster a well-organised, respectful, and collaborative environment.

Linked Policies

- Disciplinary Procedure
- Staff Declaration of Interests
- Whistleblowing Policy

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