

## **Loxwood Parish Council Employees Code of Conduct**

The following principles shall apply to all employees of Loxwood Parish Council

1. Apply strict honesty and absolute fairness in all matters carried out for the Council, acting without bias.
2. Respect all confidential information – never make a disclosure without the authority of the source.
3. Be prompt in all dealings/responses – if this is not always possible, issue an acknowledgement that a matter is receiving attention.
4. Never use the position in the Council to gain an advantage that is not available to the General Public.
5. Never accept any favours or gifts - apart from modest items that might be offered e.g. pens, diaries or calendars etc.
6. Disclose personal or family interests in issues under discussion in Council.
7. Observe correct relations with members and other staff. Treat all alike, without favour and avoid over familiarity.
8. Open Government. Keep everything in the open and discourage closed sessions. Ensure members and staff are kept up-to-date with all matters affecting the Council.
9. Avoid taking any political stance in Council dealings.
10. Be open and amenable to any potential changes in Procedures and Systems.
11. Be aware and fully understand the legal or statutory requirements that relate to the Council and work within these frameworks at all times.
12. If it appears that an adopted policy is illegal or improper, refer the matter to your Local Council Association.
13. Council grants, donations and sponsorship. If it could be considered by residents that you or your family may benefit from such activities, report the matter to Council