CODE OF CONDUCT
FOR LOCAL AUTHORITY EMPLOYEES

Honesty, Integrity, Impartiality and Objectivity
1.   An employee must perform his duties with honesty, integrity, impartiality and objectivity.

Objectivity
2.   An employee must be accountable to the authority for his actions.

Respect for Others
3.   An employee must:-
   (a)   treat others with respect;
   (b)   not discriminate unlawfully against any person; and
   (c)   treat members and co-opted members of the authority professionally

Stewardship
4.   An employee must:-
   (a)   use any public funds entrusted to or handled by him in a responsible and lawful manner; and
   (b)   not make personal use of property or facilities of the authority unless properly authorised to do so.

Personal Interests
5.   An employee must not in his official or personal capacity:-
   (a)   allow his personal interests to conflict with the authority's requirements; or
   (b)   use his position improperly to confer an advantage or disadvantage on any person.

Openness
6.   An employee must:-
   (a)   not disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is 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
7.   An employee must at all times act in accordance with the trust that the public is entitled to place in him.

Conduct
8.   Dignity and proper conduct of the highest order will be expected of employees at all times.

I, ... agree to abide

by the Code of Conduct for Local Authority Employees, as set out overleaf.

I understand that any breaches of the Code will be dealt with in accordance

with the Council's normal Disciplinary Procedure, a copy of which is available

from the Town Clerk on request.

Signed: …………………………………………………………

Position Held: …………………………………………………

Dated: …………………………………………………………..