

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, Faringdon, Oxfordshire, SN7 7HL

Telephone 01367 240281

office@faringdowntowncouncil.gov.uk

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **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.

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## *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: .....