

## **Appendix 3 – Code of Conduct: Standards – Values and Behaviours Revisions**

### **4. Standards**

- 4.1 Employees are expected to give the highest possible standard of service to the public. Where it is part of your duties, you should provide appropriate advice to councillors, the public and fellow employees with impartiality.
- 4.2 The Nolan Committee outlined seven principles of Public Life. Whilst the principles were primarily devised to guide councillors and very senior officers, and are sometimes not precisely relevant to all employees, they are important as a set of simple statements which set the tone of behaviour this Code seeks to secure from you. In addition, these standards fully reflect the Oldham Values (Fairness, Openness, Responsibility, Working Together, Accountability, Democracy, and Respect) which employees are required to demonstrate in all their work for the council.
- 4.3 As reflected in the Oldham Value; Responsibility, it is essential that you promote a positive image of the Council and the Borough in your personal behaviour. Public confidence and the council's trust in you would be undermined if you;
- threaten, fight with or assault anyone, or persist in verbal or non-verbal behaviour which would intimidate or offend anyone.
  - steal, take without authority or deliberately damage things that belong to someone else or the council.
  - behaved in any way which would undermine trust and confidence in you or which is contrary to the council's expected values and behaviours.
- 4.4 If your role involves providing advice to councillors it is essential that mutual respect between you is maintained. Close personal familiarity between employees and local councillors can damage the relationship; you must therefore avoid it.
- 4.5 You must always remember your responsibilities to the community you serve and ensure courteous efficient and impartial service delivery to all colleagues, groups and individuals within that community, as required by the policies of the council.
- 4.6 The Oldham Value of Openness requires council employees to act openly and honestly. If your work requires you to use public funds, you must use them responsibly and lawfully, and comply with the council's rules.
- 4.7 You must use the care and economy you would use for your own money to secure value for money to the local community and to avoid legal challenges to the council.

4.8 Failure to adhere to these standards may result in disciplinary action and may result in dismissal.

\*Revisions highlighted in red