

Code of Conduct for Employees of the Trust

1. Employees should take decisions by thinking only of the public interest within the Trust. They should not do so in order to gain any benefits for themselves, their family or their friends.
2. Employees should not put themselves under any financial or other obligation to any outside person or organization that might influence them inappropriately in their work. Employees should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.
3. Employees must act and take decisions impartially, fairly and on merit, using the best evidence available and without discrimination or bias.
4. Employees are accountable to the Trust for their decisions and actions and should be open to whatever questioning is appropriate to their role.
5. Employees should act and take decisions in an open and transparent manner. Furthermore, employees should give reasons for the decisions and actions they take. They should restrict information only when the wider public interest clearly requires this.
6. Employees should carry out their duties honestly and have a duty to declare any private interests to do with their role in the Trust. They must resolve any possible conflicts of interest in a way which protects the interests of the Trust.
7. Employees must understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
8. Employees must avoid any conduct which would lead any reasonable person to question their motivation and/or intentions. They should take responsibility for their own actions and behaviour.

9. Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust property and facilities.
10. Employee's conduct outside of work could have an impact on their role, therefore an employee must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust community. Employees should be aware that any conduct that we become aware of that could impact on their role or affect the Trust's reputation will be addressed under the Trust's disciplinary procedure.
11. Employees should make the Trust aware immediately of any such situations that have happened outside of work.
12. Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on the Trust's reputation.
13. Employees should promote and support these principles by leadership and example.
14. Employees should operate in accordance with the Codes of Conduct provided by their relevant professional bodies.
15. All employees are expected to perform to the highest possible standard and to carry out their duties honestly, fairly and with integrity.
16. Employees must not use any information they obtain in the course of their employment for personal gain or benefit. In addition, employees must not pass information on to others who might use it for their own personal gain.
17. Employees must not allow their own political opinions to interfere with their work and must at all times perform their duties in an objective manner.
18. All relationships of a business or personal nature outside work with external contractors or suppliers must be declared to the Trust at the earliest opportunity. Orders and contracts must be awarded on merit and no special favour should be shown to individual or company.
19. Employees should not be involved in, or try to influence, decisions relating to discipline, promotion or pay for any employee who is a relative or with whom they have a close personal relationship outside work.

20. Whether in or outside work, employees must not conduct themselves in any way that creates doubt as to their suitability for their post or in a way that would bring the Trust into disrepute.
21. Employees must not be involved in decisions about matters in which they have a personal interest.
22. Employees should act fairly and impartially when dealing with tenders, contractors and sub-contractors.
23. Employees must deal fairly and impartially with all customers, suppliers, contractors and sub-contractors.
24. Employees who access to confidential information on tenders or costs relating to contractors must not give that information to any unauthorized person or organization.
25. Employees involved in financial activities and transactions must follow the Trust's financial regulations and guidance.
26. Employees must use public funds in a responsible and legal way, try to make sure that the Trust provides value for money to the local community and avoid legal challenges to the Trust.
27. The offer of gifts or benefits in kind to employees (or their partners or family members) arising from their official duties could cause a conflict between their private and public interests. Therefore, the employees should refuse any personal gift offered to them, their partner or family member by any person or organization who has dealings with the Trust.
28. If employee becomes aware that they have a direct or indirect financial interest in a contract which the Trust or local authority has entered into or intends to enter into, they must declare this immediately.
29. An employee must not accept any fee or reward other than their normal salary. If an employee breaks either of the conditions shown above, they can be prosecuted and fined.



Name : -----

Signature:-----

Date: -----

Appointment ref:-----