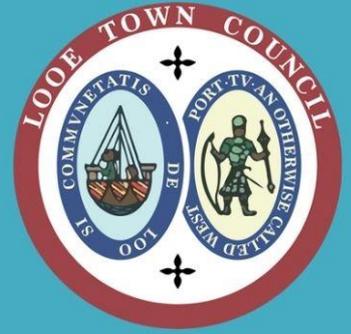


LOOE TOWN COUNCIL

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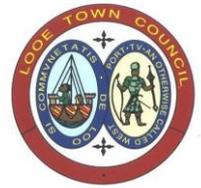
# Employee Code of Conduct

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Re-Adopted 24th May 2022

Next Review due:  
23rd May 2023





The Code of Conduct adopted by Looe Town Council addresses standards of behaviour expected of Council Members. Similarly, employees are expected to maintain standards of behaviour consistent with the Town Council's role within the local community.

Looe Town Council recognises the right of every employee to work in an atmosphere free of harassment and bullying and is further committed to promoting such a workplace where everyone is treated equally and with dignity and respect. You must not bully or harass any person, nor must you intimidate or attempt to intimidate others.

Harassment is any unwanted physical, verbal, or non-verbal conduct which has the purpose or effect of affecting a worker's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment commonly, but not exclusively, targets the sex, sexual orientation, gender reassignment, race, religion, disability, or age of the victim. A single incident of unwanted or offensive behaviour to one individual can amount to harassment.

Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated, and threatened. Power includes both personal strength and the power to coerce others through fear or intimidation. Bullying is often a form of harassment and can undermine an individual's self-confidence, competence, and self-esteem. As with harassment, bullying can take the form of physical, verbal, and non-verbal conduct.

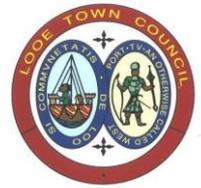
Conversely, as an employee you may expect to be treated with respect, not be discriminated against nor bullied or intimidated. If you have any concerns regarding the behaviour of others towards you such concerns should be reported in the first instance to your immediate line manager, or a senior manager, in accordance with the 'Grievance Procedure' documented later in this Staff Handbook. The line manager, or senior manager, will endeavour to resolve such issues however, should any issue regarding the conduct of others towards you not be satisfactorily resolved then the manager will advise on further action that you may take in accordance with the Town Council's Grievance Procedure.

### ***Relationship with Council Members***

During the course of your employment with Looe Town Council you may interface or have contact with Council Members.

Council Members serve in the public interest and are available to support you in your employment. Whilst Council Members are available to help, support and advise you during the course of your employment, they are not authorised to give instruction regarding the duties or daily work activities for which you are employed.

The person that you report to regarding your employment, employed duties and daily work is identified in your 'Contract of Employment.' All instructions regarding your employed duties and daily work will be given to you by the person that you report to.



### **Relationship with the General Public**

Employees represent the Town Council and are expected to provide the highest possible standard of service to the public.

You must, at all times, act in accordance with the trust that the public is entitled to place in you. You are expected to be polite, positive, and considerate and treat members of the public with respect.

### ***Confidentiality***

During the course of your employment with Looe Town Council you may have access to confidential information including information protected under the Data Protection Act.

You must not disclose confidential information to which you may have access, nor must you disclose information given to you in confidence except in those circumstances where you are authorised or are required by law to do so.

### ***Integrity***

As an employee of Looe Town Council, you are required to conduct yourself in such a manner so as not to bring the Town Council into disrepute, performing your duties with honesty, integrity, impartiality and objectivity.

Adopted by Council on 1<sup>st</sup> April 2019.