WOODWALTON DRAINAGE COMMISSIONERS
Employees Code of Conduct

1. INTRODUCTION

The Employees Code of Conduct is set out below. It covers the main standards of behaviour the Commissioners requires from employees and includes the Commissioners Rules, which employees need to follow.

The Commissioners' Rules and the examples of misconduct are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Commissioners and to behave in a reasonable manner at all times.

A breach of the Commissioners' Rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice. Examples of misconduct, which the Commissioners normally regards as gross misconduct, are included in the Commissioners Rules.

2. COMMISSIONERS RULES

2.1 Attendance and Timekeeping

Employees are required to comply with the Commissioners' rules relating to notification of absence.

Employees are required to arrive at work promptly, ready to start work at their contracted starting times. Employees are required to remain at work until their contracted finishing times.

Employees must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Commissioners reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

2.2 Standards and Conduct

Employees are required to maintain satisfactory standards of performance at work.

Employees are required to comply with all reasonable management instructions.

Employees are required to co-operate fully with Commissioners Members and their work colleagues within the Group and with management, and to ensure the maintenance of acceptable standards of politeness and professionalism.

Employees are required to take all necessary steps to safeguard the Commissioners' and the Group's public image and preserve positive relationships with their local authorities, members of the public, rate payers of the District, other associates and other Commissioners.

Employees must never deliberately take any action or behave in such a way that could damage or undermine the Commissioners or the Group. For the avoidance of doubt an employee's

allegiance to the Group is just as important as their allegiance to the employing Commissioners. This applies to all employees.
Employees are required to ensure that they behave in a way that does not constitute unlawful discrimination.

Employees are required to comply with the Commissioners' and the Group's operating policies, regulations and procedures.

Any queries received from the media must be referred immediately to the Chief Executive. Employees must not attempt to deal with queries from the media themselves.

2.3 Gifts and Hospitality

The interests of any person from whom you have received a gift or hospitality in connection with your work for the Commissioners, with an estimated value of at least £25 must be declared to the Clerk and entered in the Register.

2.4 Flexibility

Employees may be required to work additional hours at short notice, in accordance with the needs of the business.

Employees may be required from time to time to undertake duties outside their normal job remit.

Employees may be required from time to time to work at locations other than their normal place of work.

2.4 Conflicts of Interest

Employees must declare an interest in any of the Commissioners' or Group's business, where there is a direct or indirect personal or prejudicial interest. Such interests are defined in the Members Code of Conduct.

2.5 Confidentiality

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Commissioners' business, members, colleagues or ratepayers, except as required by law or in the proper course of their duties.

Employees are not permitted to engage in any activity outside their employment with the Commissioners, which could reasonably be interpreted, as competing with the Commissioners.

Employees are required to seek permission from the Chief Executive before taking on any other employment while employed by the Commissioners.

2.6 Work Clothing and Personal Protective Equipment

Employees are required to wear the appropriate clothing for the role in which they are employed.

Employees are required to wear or use any personal protective equipment as instructed by the Commissioners.

2.7 Health and Safety

2.7.1 General

Employees are required:

a) To observe the Commissioners' health and safety procedures.
b) To ensure that safety equipment and clothing are always used in accordance with the Commissioners' health and safety procedures.
c) To report all accidents, however small, in the Group's Accident Book.
d) To report all accidents, however small, as soon as possible the Health and Safety Officer
e) To report near misses and hazards via the Near Miss and Hazard Alert Report Form

2.7.2 On Site Rules

Employees working on customer or client sites are required to follow any site-specific rules and wear any protective masks, safety shoes and other clothing required on site at all times during their working hours.

2.7.3 Smoking

In order to provide a working environment which is pleasant and healthy, smoking is not permitted in any of the Commissioners' buildings or vehicles.

2.8 Property and Equipment

Except for use on authorised Commissioners business, employees are not permitted to make use of the Commissioners' telephone, fax, postal or other services.
Employees must not remove Commissioners site property or equipment from the Commissioners' site premises unless for use on authorised Commissioners business or with the permission of the Chief Executive.
Where an employee damages property belonging to the Commissioners, either through misuse or carelessness, the Commissioners reserves the right to make a deduction from the employee's pay in respect of the damaged property.
On termination of their employment employees must return all Commissioners property, such as keys, laptops, mobile telephones, Commissioners vehicles, documents or any other items belonging to the Commissioners. This list is not exhaustive.

2.9 Personal Searches and Personal Property

The Commissioners may reasonably request to search employees' clothing, personal baggage or vehicles. An authorised member of management in the presence of an independent witness must conduct any such search. Should an employee refuse such a request, the Commissioners will require the appropriate authorities to conduct the search on behalf of the Commissioners. An employee's failure to co-operate with the Commissioners in this respect may be treated as gross misconduct.

Employees are solely responsible for the safety of their personal possessions on Commissioners

premises and should ensure that their personal possessions are kept in a safe place at all times.

Should an employee find an item of personal property on the premises he or she is required to inform management immediately.

2.10 Environment

In order to provide a cost-effective service, employees are requested to use the Commissioners' equipment, materials and services wisely. Employees should try to reduce wastage and the subsequent impact on the environment by ensuring that they close windows, avoid using unnecessary lighting or heating or leaving taps running, switch off equipment when it is not in use and handle all materials with care.

2.11 Changes in Personal Details

Employees must notify the Commissioners and the Group of any change in personal details, including change of name, address, telephone number or next of kin. This will help the Commissioners and the Group to maintain accurate personal details in compliance with the Data Protection Act and ensure it is able to contact the employee or another designated person in case of an emergency.

2.12 Gross Misconduct

Examples of behavior which the Commissioners treats as gross misconduct are set out below. Such behavior may result in dismissal without notice. This list is not exhaustive:

- assault, acts of violence or aggression
- breach of confidentiality, including the unauthorised disclosure of Commissioners business to the media or any other party
- bringing the Commissioners into disrepute
- falsification of records or other Commissioners documents, including those relating to obtaining employment
- gambling, bribery or corruption
- possession or use of or being under the influence of alcohol on Commissioners premises or during working hours
- possession or use of or being under the influence of non-medical drugs on Commissioners premises or during working hours
- refusal to carry out reasonable management instructions
- serious breach of the health and safety policies and procedures
- serious or gross negligence
- serious insubordination
- sleeping during working hours
- theft, dishonesty or fraud
- unacceptable use of obscene or abusive language
- unauthorised accessing or use of computer data
- unauthorised copying of computer software
- unlawful discrimination, including acts of indecency or harassment (please refer to the Equal Opportunities Policy set out in this Handbook)
- wilful damage to Commissioners, employee or ratepayers property