

## Details of specific amendments to the Officer Code of Conduct

### 1. Introduction

The wording was amended to not limit the potential to discipline to cases where the only issue is a risk to the Council's reputation or position. Examples are provided of situations outside of work which may be handled in line with the disciplinary policy (for example, any criminal offence or sanctions from a professional body).

### 2. Declaring Personal Interests and outside commitments

A new section has been added to the code to take into account the requirements of the Working Time Directive (WTD) in relation to agency workers who wish to be employed by other organisations at the same time as working for the Council. In these circumstances agency workers should ensure that their agency is made aware of the situation and that they are not working over the limits stated in WTD.

### 3. The Press and Media

A new paragraph has been added to the code to stipulate employees should not make endorsements, in their work capacity, on a public platform regarding an external organisation which may infer a corporate endorsement.

### 4. Political Neutrality

Newly added content details which roles are subject to restrictions around political activity. The section makes clear that any breaches to statutory rules is a breach of contract and may render the individual liable for investigation and possible disciplinary action under the Council's Disciplinary procedure.

### 5. Equality, Diversity and Inclusion

The title of this section has amended to be more reflective of current terminology. The newly added sentence recognises the importance of a diverse workforce and how the council is committed to providing a culture where everyone is valued and respected and there are equal opportunities promoted to all employees.

### 6. Gifts and Hospitality

Where gifts and hospitality are provided by a business partner or associate of the Council, more explicit wording has been added to make clear that the requirements of the policy extend to the employee's spouse, partner and immediate family.

### 7. Property and Resources

A new paragraph has been added to highlight the associated risks around the use of satnavs whilst driving. The paragraph reflects the advice found in the Health & Safety Manual.

### 8. Intellectual Property

A paragraph on Copyright law has been added to ensure employees do not breach the copyright held by others which may have the potential of exposing the Council to the risk of claims.

**9. Glossary of policies**

A hyperlinked list of the relevant policies has been detailed for the reader.