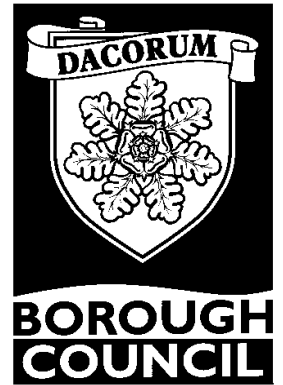


Summary of employees' code of conduct



You must -

- Carry out your job at all times with honesty & integrity
- Remain politically neutral and assist all councillors
- Inform the Chief Executive if you are related to or have a close personal relationship with a councillor
- Inform your manager if you -
 - are offered any gift/hospitality **even if not accepted**
 - have a business or private relationship with a Council contractor or someone who is seeking to do business with the Council
- Comply with the Council's recruitment policies if you are involved in appointing staff

You must not -

- Accept expensive or extravagant gifts/hospitality especially from persons/organisations who are seeking to do business with the Council (except promotional gifts worth less than £10)
- Allow your private interests to conflict with your job
- Carry out additional employment **even if unpaid** without your managers consent

You must register-

- Financial interests in a Council contract which you, or a member of your family, may have
- Other interests which you, or a member of your family, may have which could conflict with the Council's interests
- Acceptance of gifts/hospitality worth more than £10
- Membership of closed organisations, such as the Freemasons

For advice contact steve.baker@dacorum.gov.uk ext. 2229

Reviewed 07/14