



Serving the community

Blaby Parish Council

EMPLOYMENT POLICY 13 – BEHAVIOUR AT WORK

Dress Code

When working for us you are representing the Council and as such clients, stakeholders, and other persons will judge our organisation on how you present yourself and how you behave.

It is therefore, important that all our employees take care with their personal hygiene and grooming at all times. Clothes appropriate to your job role, or uniforms where provided, must be worn at all times whilst at work.

Alcohol, Medication and Illegal Drugs

Whilst we understand that you have a right to a private life and would not wish to impede on that, it is also important that, when attending work, you are fit to do so. Therefore, if we suspect that you attend work still under the influence of alcohol or any illegal drug which has been consumed or taken prior to you commencing work, we may send you home for the remainder of the day without pay. Such events may also result in disciplinary action.

Possession or consumption of alcohol or illegal drugs during your working hours is strictly forbidden. If you are found to have done so you will be subject to disciplinary action, which may lead to your summary dismissal for Gross Misconduct.

If you are prescribed any medication by a medical professional, or you are taking any “over-the-counter” medication which may affect your performance at work, you must notify your Manager so that appropriate action may be taken, if necessary, to ensure the safety of yourself or any other person.

Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the Council's premises will be reported immediately to the police and will incur the Council's disciplinary process. We consider such actions to be Gross Misconduct.

Any employee who is required to drive in the course of their employment must not drink immediately before driving or must be satisfied that they are competent to drive and would not be in breach of any law or regulation in doing so. Driving on Council business whilst under the influence of alcohol in excess of the legal limits will be considered to be Gross Misconduct.

Telephones

The Council's telephones are for business use only. Whilst we appreciate that you may wish to make or receive occasional personal calls, these must be kept to an absolute minimum. If we feel that the calls are excessive in quantity or length then we will charge you for the cost of the calls, by deducting the appropriate cost from

your wages or salary. Dependent upon the circumstances, you may also be subject to disciplinary action.

If you are issued with a Council mobile phone, the same rules apply. You must also take great care with such items. If the phone is lost, stolen or damaged because of your negligence or malicious action then we will again deduct the cost from any monies owing to you by the Council and may also invoke the disciplinary process.

Personal mobile phones should be switched off when at work. Under no circumstances should the use of any mobile phone, whether personal or Council owned, be allowed to compromise the safety of yourself or others.

It is illegal to use a mobile phone whilst driving unless using an approved hands-free kit. If the use of a mobile phone with a hands-free kit results in an accident or dangerous driving, the driver can still be prosecuted, e.g. for driving without due care and attention etc.

Selling of Goods at Work

If you intend to sell any items whilst at work, permission must first be given by your Manager. No pressure should be put on any member of staff to buy any items. Under no circumstances may you sell any item to any member of the public or client, or sell any item which could be seen to be working in competition with us. Authorised items may only be sold on our premises during recognised breaks.

Collections at Work

Whilst we will not unreasonably object to small occasional collections for birthdays etc., you must first obtain permission from your Manager before arranging any collection to enable us to ensure that the nature of the collection and the number and frequency of collections does not become a burden to our other staff. We will not allow clients or members of the public to be approached to add to any collection.

Loss and Damage to Council Property

Whilst we understand that accidents do happen, we expect that you should take all reasonable care with all Council property, including furniture, tools, equipment, stock etc. If we suffer any loss or damage to property or stock which is due to your failure to follow our rules or procedures, your deliberate vandalism, or unreasonable carelessness or neglect, then we will deduct the cost of repair or replacement, of any item, from your wage/salary, holiday pay, sickness pay or any other monies owed to you by the Council. We may also invoke the disciplinary process.

General Behaviour and Standards

An efficiently run Council is our aim and we expect you to help us achieve this goal. You play an important role in ensuring that we operate in a cost-effective and efficient manner. In particular, we expect that you handle all stock and property etc. with care to minimise any loss or damage. You should always try not to waste energy by leaving any unnecessary lighting, heating or equipment turned on when not in use and that, if your job role is quiet or you have a downturn in work, you help other colleagues as appropriate. If there is no work of your own available for you to complete, then you should contact your Manager who will delegate work as appropriate.

Under no circumstances should you take any action which may compromise the health or safety of yourself or others.

Private Work

If you wish to carry out any private work in your own time, you must discuss the matter in advance with your Manager and gain written authorisation. Whilst we will not unreasonably forbid you from performing such work, we will need to ensure that you are not working in competition with us or performing work which the council could reasonably have been expected to carry out.

If you are found to be working in competition with us or carrying out work which could have been performed by the council, or carrying out your own private work during the council's time we will view this as Gross Misconduct and it could lead to your summary dismissal.

Carrying out any private work should not impact on your performance at work. If such work takes you over an average of 48 hours' work a week (in total for both jobs) then you will be required to sign a 48 hour opt-out form.

Accident Reporting

Any accident or incident at work, no matter how small, should be detailed in the Accident Book, in accordance with Council guidelines. It is important that all accidents are recorded as the entries will be monitored by the Council so that we can take all necessary steps to ensure that all our employees and any visitors to our premises are as safe as possible from the risk of harm.

More serious accidents, and any accident to a visitor on our premises, should also be brought to the attention of your Manager as soon as possible.

Smoking

Smoking is not allowed on our premises or at any public entrance to our premises. Smoking is only allowed in the designated outside area and only during your authorised break times. After smoking, you should ensure that you wash your hands and take whatever steps are reasonable to ensure that you do not return to your workplace smelling of smoke. Your failure to comply with these rules may result in disciplinary action.

Emergency Evacuation Procedures

You should make yourself aware of the procedures to be followed should we or you need to evacuate any work-related premises in an emergency, (e.g. a Fire Alarm sounded).

Right of Search

We aim to build and maintain a relationship characterised by mutual trust and respect. Whilst the vast majority of employees are trustworthy, there may occasionally be employees who do not maintain the same high standard of integrity. It is important that these employees are correctly identified in order to preserve the relationship that the Council enjoys with trustworthy employees.

We have a contractual right to carry out searches of employees in the workplace both to identify any wrongdoing and also to protect the integrity of innocent persons.

All searches will be carried out with regard to the Council's policies on Equal Opportunities and Bullying and Harassment.

Searches will be carried out in private and we will always try to ensure that the search is carried out by a member of the same sex as the employee being searched, or that the person carrying out the search is accompanied by a member of the same sex to witness the search.

All searches will be witnessed by a senior member of staff and, you have the right to be accompanied by a colleague of your own choosing who is on site at the time of the search.

We may, for example, ask you to empty your pockets, bag, drawers or cabinets and to remove your coat, jacket, shoes or other outer clothing. If you have a vehicle parked on our premises, then we may ask you to open your car boot to allow us to view the contents.

At no time will the person conducting the search touch you or your property.

A written record will be made of each search, including:

- a. The time and date of the search;
- b. The reason for the search;
- c. Names of those present; and
- d. The outcome of the search.

This record will be signed by all parties present.

Failure to consent to a search without reasonable justification may be treated as a breach of contract and could lead to disciplinary action, which, dependent upon the circumstances could result in your dismissal.

Confidentiality

Any information that has been acquired by you regarding our business, our clients or members of the public, suppliers, associated companies, or any other persons or bodies with whom we have dealings of any sort (and which has not been made public by us or with our express authority) shall be treated as confidential information.

You must not disclose any such information either during your employment with us or after termination of employment without our prior written consent (except as required by law).

You should take all steps to safeguard any such information. This includes all documentary information held on any medium. Upon termination of employment, or at any other time when so requested, any information which you hold in written form or stored on any kind of storage device, must be returned to us.

Care must be taken when discussing our business that you cannot be overheard (e.g. in corridors, on the telephone etc.).

Breaches of confidentiality will be dealt with using our disciplinary procedures and, dependent upon the circumstances, may be regarded as Gross Misconduct, which could lead to your summary dismissal.