

## Code of Conduct

Version	Date of Issue	Owned By	Reasons for implementation/change
2	27 January 2016	HR Department	Standard review to bring in line with Civil Service Code

### Version History

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1	10 <sup>th</sup> April 2013

## 1. Introduction

- 1.1 The Code of Conduct sets out the behaviour and conduct expected from staff working for the Parole Board. It highlights the main responsibilities of us all as employees and as public servants. Our reputation is shaped by the personal decisions of every employee; therefore, each of us must strive to be decent, fair-minded and uphold the highest levels of mutual trust and respect.
- 1.2 Our aim is to make working for the Parole Board a positive and inspiring experience by encouraging good behaviour and conduct and to clearly explain the consequences of not meeting the standards expected. Staff who do not meet these standards are undermining Parole Board's work and are likely to have action taken against them under our disciplinary procedure. New members of staff will be required to read and sign the declaration indicating compliance. Existing members of staff will discuss this at least on an annual basis with their line manager at Appraisals to ensure continued awareness and understanding.
- 1.3 It is important that you read and understand the code. If you are not sure about any part of it you should ask your manager.

## 2. Standards of Behaviour

- 2.1 The Code of Conduct applies to everyone working at the Parole Board Secretariat. This includes all permanent, fixed-term, seconded, temporary, agency staff, consultants, contractors and interim staff. If you work for us under a contract and your conduct falls below the standards we expect we will deal with this under the terms of your contract.
- 2.2 This Code does not form part of your contract of employment, however, you are bound by the conditions of the Code which we may amend from time to time.
- 2.3 All staff working for the Parole Board in whatever capacity, are expected to carry out their duties following the Parole Board's values of honesty, integrity,

impartiality and objectivity and the Nolan Committee (see FAQs) standards of selflessness, accountability, openness and leadership.

## **2.4 Honesty**

You must:

- set out the facts and relevant issues truthfully, and correct any errors as soon as possible
- use resources only for the authorised purposes for which they are provided

You must not:

- deceive or knowingly mislead colleagues, stakeholders or others
- be influenced by improper pressures from others or the prospect of personal gain

## **2.5 Integrity**

You must:

- fulfil your duties and obligations responsibly
- take responsibility for your actions
- give the highest possible standards of service and always act in a way that is professional that deserves and retains the confidence of all those with whom you have dealings
- follow our policies and procedures at all times especially in relation to your business area and security
- carry out your fiduciary obligations responsibly (that is make sure public money and other resources are used properly and efficiently)
- deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability.
- Keep accurate official records and handle information as openly as possible within the legal framework
- Take care of official property
- Comply with the law and uphold the administration of justice

You must not:

- misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others
- accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity
- disclose official information without authority (this duty continues to apply after you leave the Parole Board)

- do anything inside or outside of working hours which could damage the reputation of the Parole Board.

## **2.6 Impartiality**

You must:

- carry out your responsibilities in a way that is fair, just and equitable and reflects the Parole Board's commitment to equality and diversity. This includes your dealings with people who use our services (prisoners, prisons, PPCS, solicitors, victims, members of the public etc.) and colleagues.

You must not:

- act in a way that unjustifiably favours or discriminates against particular individuals or interests
- harass, victimise or bully others through your actions, language or behaviour (whether done deliberately or not).

## **2.7 Objectivity**

You must:

- provide information and advice, on the basis of the evidence, and accurately present the options and facts
- take decisions on the merits of the case
- take due account of expert and professional advice

You must not:

- ignore inconvenient facts or relevant considerations when providing advice or making decisions
- frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions

## **3. Working with other employees**

- 3.1 You have a right to be treated with dignity at work. You should always show respect to your colleagues and other employees and treat them how you want to be treated. You should be welcoming and inclusive in your approach and always help other employees if they need information, advice or services.
- 3.2 You should never harass or discriminate against other employees or make racist or sexist remarks.

- 3.3 The Parole Board will not accept you intimidating your colleagues or using offensive, threatening or insulting words or behaviour. It is not acceptable to fight with or assault any employee.
- 3.4 If you leave your job, you should make sure that you prepare a handover note and leave your files and records in good order for the person taking over from you.
- 3.5 If you have a complaint about another employee, you should tell your manager. We have a grievance procedure to deal with your complaint in an informal or formal way.

#### **4. Working with your Manager**

- 4.1 It is important that you have a good working relationship with your manager. Your manager will tell you what is expected from you, respond to any concerns you may have about your work, assess your performance and give you feedback, with advice on how you can improve.
- 4.2 Your manager should tell you about our staff policies and arrange for any appropriate training so you can do your work effectively and develop your career. You should help your manager identify what training you need and how you can develop. Training will depend on our budget, should be applicable to your role, agreed objectives and career aims, and should be set up so that your work can be covered if you are absent due to training.
- 4.3 Your manager must be polite, reasonable and fair to you at all times.
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- 4.5 Your manager must support you in your job and help you, if you need it, to deal with other employees or persons from outside the Parole Board.
- 4.6 You must follow any reasonable instructions that your manager gives you to the best of your ability. You must not be negligent in your duties as this may seriously affect the Parole Board or those who use our services. If there is anything about your job that you are unclear about, you should ask your manager.
- 4.7 You must always be honest with your manager.
- 4.8 You should always follow our policies, procedures, codes of practice and any other standards set by your manager.
- 4.9 You must always tell your manager, or the Human Resources team, if you change your address or contact number so that we can contact you if we need to.
- 4.10 If you have a complaint about your manager, you should tell their line manager. We have a grievance procedure to deal with your complaint in an informal and formal way.

## **5. Working with people outside the Parole Board**

- 5.1 You should always be polite and helpful to anyone with whom your duties bring you into contact whether on the phone, by e-mail, in writing or face-to-face. We value our partnership with other organisations and you should create positive working relationships with them.
- 5.2 You should never harass or discriminate against any person, show inappropriate images of men or women or racist material, or make racist, sexist or improper remarks.
- 5.3 You should answer the telephone promptly, and make sure that you return phone calls when you have promised to do so.
- 5.4 You should answer emails and letters promptly, and always within the appropriate statutory or manager's deadline.
- 5.5 If someone with whom you come into contact in the course of your duties is abusive or unreasonable and you cannot ease the situation, you should try to end the conversation politely and then tell your manager. Do not be rude or offensive in return.
- 5.6 If you are assaulted, you can take reasonable action to defend yourself, but you may break the law if you overreact. The Parole Board will support you if you are assaulted at work, and we may take action against anyone who has committed an assault.

## **6. Whistleblowing**

If you are asked to do something, or you are aware of the actions of another which you consider to be wrongdoing/a breach of the core values of the Parole Board, you may be able to raise it through the Whistleblowing procedure. You must have a reasonable belief that raising the concern is in the public interest, i.e., it should not be used to raise concerns of an HR/personal nature, for example, complaints relating to a management decision or terms and conditions of employment. These matters should be raised using relevant alternative procedures such as our grievance procedure. For further information, please see the Whistleblowing procedure which can be found on the shared drive at:

[Business Support\Human Resources\Policies and Procedures\New Policies & Procedures 2015\Whistleblowing](#)

## **7. Drugs and Alcohol**

- 7.1 You should not drink any alcohol when you are working unless your manager has agreed you can, on specific special occasions.
- 7.2 You should make sure that if you drink any alcohol when you are not working but during your working day, it will not affect your ability to carry out your work or

damage the reputation of the Parole Board. For example, this could include if you have alcohol on your breath when you need to attend meetings with people from outside the Parole Board.

7.3 You should not take any drugs that may impair your performance or affect your behaviour. In this context, the term, 'drugs' is used to include all drugs and substances, legal or illegal, which adversely affects behaviour or performance. If your doctor gives you any medication that may have a negative effect on your performance, you should tell your manager.

7.4 Breaches of these rules may render an employee liable to disciplinary action up to and including dismissal. For example, if you:

- create a health and safety risk to yourself and others as a result of drinking alcohol or taking drugs
- display conduct in the workplace which can be considered to be offensive, hostile or generally unacceptable as a result of drinking alcohol or taking drugs
- are found to be incapable of carrying out your normal duties satisfactorily as a result of drinking alcohol or taking drugs
- possess, take, deal, sell or store controlled drugs either on work premises or are involved in these activities outside of work
- Make malicious or untrue allegations that a colleague is drinking alcohol or taking drugs.

7.5 If we have enough evidence, we will tell the police about illegal drug use or of any illegal activity or behaviour. For example, we would need to report criminal behaviour associated with alcohol abuse such as an assault at work by a staff member under the influence of alcohol.

7.6 The Parole Board will, where appropriate, be supportive when dealing with you if you are dependent on, or addicted to, drugs or alcohol. If you need help for a substance-misuse problem, we will not end your employment simply because of your addiction. However if your performance, attendance or behaviour is unacceptable, despite any support and help that we can offer, we may have to dismiss you.

## **8. Dress Code**

8.1 Parole Board employees are responsible for portraying a professional image to their colleagues, stakeholders, members and the general public. If your role requires attendance off-site and to be 'on-duty' at external events, smart professional dress is essential.

8.2 Staff may be in contact with stakeholders during the course of the day in communal areas and where meeting rooms can be found within the Parole Board office therefore:

- Employees are required to be neat, clean and presentable whilst at work, whether working at Petty France or elsewhere on business. Whilst not needing to be formal, work dress should be 'business casual' and reflect the business activity at the Parole Board.

You must not:

- wear tracksuits, sportswear, shorts, hooded jumpers, vests, ripped jeans or any item of clothing with bold or offensive slogans.
- wear badges or display slogans or anything which shows you are a member of a particular political party although you may wear small badges showing your membership of a civil service trade union.

## **9. Internet, email, phones and mobile phones**

9.1 The Parole Board systems are there for you to do Parole Board work. Though some personal use of IT is allowed, there are several things you must never do, because they put the Parole Board at risk of computer viruses, or because they get in the way of efficient working, go against our policies or are against the law.

9.2 You and your manager are responsible for making sure that you keep to the rules set out by IT security or the IT policies that apply to the Parole Board.

### **9.3 Internet**

9.3.1 You must not:

- visit illegal or unacceptable internet sites or play games
- write or send illegal, offensive, hostile or generally unacceptable emails, letters or other correspondence.
- allow your personal use of IT systems and the phones to affect your work performance or to take priority over your work duties.

9.3.2 If you do not keep to these conditions, your manager may take action under the disciplinary procedure.

9.3.3 You can use the internet for legal purposes as long as:

- it does not affect your work performance or take priority over your work duties and you have your line manager's permission; or
- You do so during non-work time only, for example during your lunch break or after work.

9.3.4 As a user of Quantum the Parole Board is subject to **PSO (Prison Service Order) 9010** (see FAQs). PSO 9010 provides that you must not:

- download software onto any official IT system
- deliberately visit, view or download any material from any website containing sexual or illegal material or which is offensive in any way whatsoever
- access personal web-based email accounts
- access social networking sites
- purchase goods or services online
- advertise goods or services of any nature unless it is for official purposes;
- pursue your own business
- take part in any mailing lists, register for internet sites or subscribe to email bulletins
- gamble, or take part in any games or visit 'chat rooms'
- commit any crime, whether or not explicitly mentioned in PSO 9010 IT Security
- set up or manage websites using the office network or GSI that are unconnected with official business or managed for your personal gain
- send or forward e-mail chain letters;
- use your Parole Board e-mail address on any blog sites;
- impersonate another person.

## 9.4 Email

### 9.4.1 For all emails, whether for business or personal use, you must:

- Treat email just like any other communication medium and be polite and respectful of the feelings and beliefs of others
- Add the following disclaimer to any e-mail you send to an outside organisation to avoid contractually binding Parole Board:

"This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender."

### 9.4.2 You may not make statements in emails or email attachments that:

- may defame, slander or serve to lower the reputation of any person or organisation, or their goods or services
- contain disparaging remarks about your colleagues or the Parole Board.

### 9.4.3 Email has been supplied for use in relation to your work, but reasonable private use, not involving personal gain or other inappropriate activities is permitted. However you must ensure that your private use of email:

- does not interfere with the performance of your duties
- does not take priority over your work responsibilities
- does not incur unwarranted expense for the Parole Board

- does not have a negative impact on the Parole Board in any way
- is lawful and complies with PSO 9010

#### 9.4.4 You must not:

- Open any suspect emails or attachments;
- Send any form of jokes of a personal nature
- Upload, download, use, retain, distribute or disseminate, any message that can be construed as defamatory, sexist, racist, indecent, obscene, pornographic, abusive, libellous, illegal or amounting to prejudice, harassment or a personal attack of any kind, whether in the form of pictures or words
- Send or forward email chain letters
- attach or forward any file imported from removable media without first checking for viruses
- use any Parole Board communication system for private business use including banking

- 9.5 If you breach the policy, we may take disciplinary action. For example, if you download, view, display or forward offensive or indecent material, this is considered gross misconduct and you could be dismissed.
- 9.6 If you receive any offensive or indecent material, you will immediately report it to IT and delete it. If you fail to do so, you will be in breach of the policy.
- 9.7 If you are not sure what is considered acceptable and unacceptable use of IT systems, you should get advice from your line manager.
- 9.8 Your use of IT systems may be reviewed and monitored under the Lawful Business Uses Regulation of the Regulation of Investigatory Powers Act (RIPA) 2000. If we suspect excessive personal, or inappropriate use, you may be subject to disciplinary action.

#### 9.9 Telephone

- 9.9.1 We provide phone equipment for business use. You can make short, urgent personal calls as long as:
- it does not affect your work performance or take priority over your work duties and you have your line manager's permission; or
  - You do so during non-work time, for example during your lunch or after work and you have your line manager's permission.
- 9.9.2 We may review and monitor phone calls under the Lawful Business Uses Regulation of the Regulation of Investigatory Powers Act (RIPA) 2000 if we suspect excessive personal or inappropriate use, you may be subject to disciplinary action.

## **9.10 Mobile Phones**

- 9.10.1 Your personal mobile phone should not be on your desk and should be switched to silent while you are working to make sure that you do not disturb colleagues.
- 9.10.2 If you have a work mobile then you may keep it on your desk and use it for work related purposes. It is recognised that you may sometimes have to use your personal mobile for work purposes and this is acceptable as long as it does not breach security and you inform your manager.
- 9.10.3 Any personal mobile phone use, whether for texts, calls, e-mails etc., should be outside of working hours. If you are expecting a call on an urgent or important matter you must inform your line manager, who will normally agree to you taking the call.

## **9.11 Fax and Post**

We provide a postal system and fax machines for business use only. You should never put unstamped personal letters through the postal system we pay for or put personal documents through the fax machine.

## **10. Working Hours and Attendance**

- 10.1 You should always be reliable and on time when you come to work and go to appointments. Everybody should be present and working in the office during 'core time' unless they are at lunch, on leave or absent for some other acceptable reason. Staff should adhere to the flexible working hours' policy.
- 10.2 If you ask for leave under any of our leave schemes, e.g. maternity, sickness, flexible working hours or special leave, you must follow the conditions of the scheme and ask for leave beforehand, except in exceptional circumstances. When applying to take annual leave or flexi leave, you are required to give notice of twice as long as the period of leave requested. For example if you want one week's leave, you should give at least two weeks' notice. In exceptional circumstances where it may not be possible to give this notice, agreement must be sought from your line manager as soon as reasonably possible.
- 10.3 You should complete all relevant records such as annual leave sheets or flexi-time records within the time set by your manager.
- 10.4 If you are sick you should always follow our sickness reporting procedure, otherwise we may not pay you.

## **11. Working Safely**

- 11.1 We are responsible for providing a safe and healthy working environment for staff and for protecting the health and safety of those who use our facilities.

11.2 You also have a responsibility for health and safety and are expected to:

- make sure the working environment is safe for you, your colleagues and others with whom you come into contact and that you do not put other employees or anyone else in danger
- use safely any equipment that is needed for your work and make sure that equipment is maintained in good working order
- report any accident or near misses you have at work as soon as you can, and accurately fill in an accident report form
- co-operate with any Occupational Health referral requests
- keep your work area and surrounding environment clean
- tell your manager if you are taking any medication that may affect your ability to carry out your job
- refrain from using machinery or driving any vehicle if you have taken any medication or drug, including alcohol, unless a doctor has told you it is safe to do so;
- co-operate with all health and safety activities, including training, that is organised to promote health and safety
- refrain from smoking in the workplace
- follow our health and safety policies and procedures. You can get copies of these from your manager Human Resources.

11.3 Your manager will tell you if there are any other health and safety responsibilities that affect your work.

## **12. Gifts & Hospitalities**

12.1 As a public servant it is important that you are always honest.

12.2 If you accept any bribes, money, favours or gifts from an individual or an organisation that provides goods or services to the Parole Board, or wants to provide goods or services, you may be guilty of corruption.

12.3 You should never put yourself in debt to someone if it may influence your work in any way.

12.4 You should follow the Whistleblowing procedure if anyone tries to bribe you or another employee, or if there is any evidence of corruption or improper behaviour by others, including your line manager.

12.5 You may accept small tokens of appreciation that do not cost much, such as a coffee mug or diary if your manager agrees. Recipients of small tokens or gifts that have been approved by their manager should log these with the Compliance and Assurance Officer who will log the incident in the hospitality register. If your manager does not allow you to accept any small tokens, you must return them politely but firmly, tell the person why and ask for it to be recorded in the hospitality register.

## **12.6 Hospitalities**

- 12.6.1 Hospitalities include drinks, meals, entertainment, sporting events, overnight accommodation, travel and holidays. They are usually offered to employees by corporate or public organisations, not by individuals.
- 12.6.2 You should never ask for hospitality but if you are offered hospitality, you should tell your line manager in the first instance. Thereafter, it should be reported to the Compliance and Assurance Officer who will record the incident in the hospitality register, whether you accept it or not. If you refuse hospitality straightaway, you must still report it as outlined.
- 12.6.7 You should never accept hospitality unless it is genuinely appropriate in the context of your duties for the Parole Board. Your manager must agree, beforehand wherever possible.
- 12.6.8 You should never accept hospitality if it is meant to corrupt or influence, or could be seen to corrupt or influence or is against the interests of the Parole Board. The timing of any hospitality is also important. For example, you cannot accept hospitalities from a contractor who has put in a tender.
- 12.6.9 These rules do not apply if you are given light refreshments, for example, tea, coffee or sandwiches, when you visit sites, offices or other premises while you are working. However, you need to consider whether the light refreshment is reasonable for the particular job you are doing.
- 12.6.10 You must write and tell your manager if you have a friend, partner, associate or relative who provides the Parole Board with goods or services or you deal with directly in any way at work.
- 12.6.11 You must also tell your manager if you, your friend, partner, associate or relative is or could be affected by procedures that you carry out, deal with or influence, for example if they were applying for parole.

## **13. Contract Issues**

- 13.1 You must be fair when you are dealing with suppliers and other contractors or sub-contractors.
- 13.2 If you have any confidential information on tenders or costs for either inside or outside contractors, you must not tell anyone who does not have a right to know. If you are not sure, ask your manager.
- 13.3 You must make sure that you do not give any special favours to current or former employees or their friends, partners, relatives or associates by awarding contracts to businesses run by them or employing them except through a competitive recruitment process.

## **Disclosure by employees of interests in Contracts:**

- 13.4 You must tell the Chief Executive, in writing, if you or your husband, wife, partner, or a relative, has a financial interest (direct or indirect and whether or not it benefits you) in any contract with the Parole Board.
- 13.5 If you do have a financial interest, you must not take part in any negotiations or preparations for the contract. If you do have an interest in a contract but you have to monitor it as part of your job, the Chief Executive will decide whether you can continue to work in your role.

## **14. Fraud**

- 14.1 You should act with honesty at all times and protect the public resources you are responsible for. If you do not, we may take action under our disciplinary policy.
- 14.2 If you think that an employee may be committing fraud, you must tell the Chief Executive or follow the Whistleblowing procedure, whichever is more appropriate.
- 14.3 You must co-operate fully with any investigation that the Auditors are carrying out and go to any meetings or give any information that they may need.

## **15. Confidential Information**

- 15.1 A lot of our information is confidential, for example, individual case files, employee records or tendering documents. You should not pass these documents to any outside person or organisation unless you have your manager's permission.
- 15.2 You must not use any information that you obtain in your job for personal gain or financial benefit, or pass it to anyone else.
- 15.3 You must not release official information unless you are authorised to do so.
- 15.4 If you release official information without authority, your manager may take action under the disciplinary policy.
- 15.5 You must not release to anyone who is not authorised to receive it, personal sensitive information or information you have gained through your official duties. If you are not sure you must ask your manager before releasing any information.
- 15.6 You must take particular care with information which has a security marking. Information on security markings can be found in the Information Security Policy which can be found in the shared drive at:

<Business Support\Human Resources\Policies and Procedures\Information Security>

- 15.7 You must confirm the identity of anyone asking for information before deciding if it should be released.

- 15.8 Ask for permission before becoming involved in any activity which might lead to revealing official information.
- 15.9 Use of personal or sensitive information must be in line with the Data Protection Act 1998.
- 15.10 Clear, beforehand, text for publication which uses official information or experience.
- 15.11 You must not seek to frustrate policies or decisions by the use or disclosure outside the Government of any information to which you have access.

## **16. Personal Affairs and Conflicts of Interest**

- 16.1 If you apply for an internal vacancy at the Parole Board or if you hold a post at the Parole Board, you should supply the Human Resources team with the following information that will be treated confidentially:
  - 16.1.1 If you have a personal or business relationship of any type with someone who may choose you for a job, manage you or be managed by you.
  - 16.1.2 Anything about your circumstances that may damage our reputation if people find out about it
  - 16.1.3 Any criminal charge or conviction, binding over or caution unless it is excluded by the Rehabilitation of Offenders Act 1974
  - 16.1.4 Any association which you, your friend, partner, associate or relative may have with any organisation which supplies goods or services to or which benefits financially from the Parole Board if the job that you have applied for involves monitoring or dealing with that organisation in any way.
- 16.2 If you are interviewing or hiring applicants:
  - 16.2.1 If you are related to an applicant or have a personal or business relationship with them, you should not be involved in giving them a job, unless your manager gives you permission.
  - 16.2.1 You must make sure that if you give anyone a job, it is because they have the ability to do the work and are the best person for the role and not for any other reason.
  - 16.2.2 You should follow our **recruitment policy** and practice in any recruitment process to avoid allegations of bias or unfairness. The recruitment policy can be found on the shared drive at:

[Business Support\Human Resources\Policies and Procedures\New Policies and Procedures 2015\Recruitment policy](#)

- 16.2.3 Managers can provide references to any employer without consulting the Human Resources Team as long as they follow the guidance notes on giving references at: P:\Parole Board\Business Support\Human

Resources\Reference Guidelines. Managers can give a personal reference on their own behalf as long as it cannot be seen or interpreted to be a reference from the Parole Board.

## **7. Working for yourself and other organisations**

- 17.1 You must not have a second job without your manager's written permission. If s/he agrees that you can have a second job, it must not affect the work you do for the Parole Board or affect your ability to do your job. It must not damage our reputation or have a negative effect on our duties or interests.
- 17.2 You cannot carry out this extra work in the Parole Board's offices and you must not use any of our facilities, for example, phones, computers, printers, faxes, photocopiers and so on for such purposes.
- 17.3 You must not carry out this extra work during the time that we employ you, which includes when you are off sick.
- 17.4 You can give unpaid service to voluntary or other organisations and we welcome this involvement in community affairs. However, it is important that your unpaid service does not affect your job or our reputation. You should tell your manager if you give any unpaid service including giving service to any organisation or pressure group, which may try to influence our policies or work.
- 17.5 You must not use your position as our employee to favour any voluntary or other organisations, which you work for.
- 17.6 You must declare to the Chief Executive any money you receive for work you do such as lectures, broadcasts or magazine articles that are part of your job and for which you have been given express permission from your Head of Department.
- 17.7 However, you can keep the money for any work which we do not pay you for and which you do in your own time, or when you are on holiday or flexi-leave, provided you have been given permission to engage in such work.
- 17.8 You must not use your job with us to get extra work, for example, giving advice to solicitors or other organisations dealing with parole applications.

## **18. Working with our money and property**

- 18.1 You must carry out any budget responsibilities properly and make sure that you use any public funds in a responsible and lawful way.
- 18.2 You should always fill in any document, form or record honestly and never damage, change or falsify them, particularly for financial gain. This includes, flexitime records, attendance records, self-certification forms, petty-cash forms, and overtime claims.
- 18.3 You must not steal, damage on purpose or seriously neglect anything that belongs to the Parole Board. You should not steal or damage on purpose anything

belonging to other employees, members or anyone with whom you come into contact in your work for example, their money, property, and equipment. This also includes short-term loans of property or equipment, for example, taking or using Parole Board materials or equipment for private use without permission.

- 18.4 You must return any property or equipment with which you have been issued in connection with your job, as soon as you leave your job or when your manager tells you to.
- 18.5 Management will report any theft or improper behaviour involving our money, property, equipment or materials to the auditor and, if necessary, to the police.
- 18.6 You should give any lost property that you find to a manager immediately.
- 18.7 If you see anyone suspicious in any of our buildings, you should tell the reception or security staff.

## **19. Working and the Law**

- 19.1 You are expected to keep within the law during your employment at all times.
- 19.2 You must tell the Chief Executive if you are charged with any offence, including driving offences. They will decide if our reputation may be damaged as a result, taking account of your job, or whether the charge makes you unfit to do your job. For example, this includes if you are charged with a theft and your job involves dealing with money.
- 19.3 You should tell the Chief Executive in writing if you are suspect to any criminal convictions since becoming an employee of the Parole Board, binding over or caution unless it is excluded by the Rehabilitation of Offenders Act 1974.
- 19.4 If you find out or think that another employee is breaking the law in their work, you should follow the guidance in the Whistleblowing policy and bring it to the attention of senior management or the Chief Executive immediately.

## **20. Political Activities**

- 20.1 You will serve the Government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality, no matter what your own political beliefs are. You will not act in a way that is determined by party political considerations, or use official resources for party political purposes or allow your personal political views to determine any advice you give or your actions.
- 20.2 You must obtain express permission from your manager to take part in any political activity and you must comply with any restrictions that have been laid down on your political activities. Any breach may result in disciplinary action.
- 20.3 In regards to national political activities:
  - You cannot make a public announcement as a candidate or prospective candidate for Parliament, the Scottish Parliament, the

National Assembly for Wales and the European Parliament. If you decide to take part in this political activity then you must resign if you formally became a parliamentary candidate.

- You can apply for permission to hold political office in a party political organisation.
- You can apply for permission to take part in speaking in public on matters which are nationally politically controversial.
- You can apply for permission to take part in expressing views on matters which are politically controversial in letters to the press, in television or radio broadcasts, or in books articles or leaflets.
- You can apply for permission to take part in canvassing on behalf of a candidate for parliament, the Scottish Parliament, the National Assembly for Wales or the European Parliament.

20.4 In regards to local political activities you can apply for permission to:

- become a candidate for, or for co-option to, local authorities.
- hold an office in a local party-political organisation.
- take part in speaking in public or expressing views, for example in letters, on matters which are locally politically controversial.
- take part in canvassing on behalf of candidates for election to local authorities or a local political organisation.

20.5 You should not accept invitations in your official capacity to party-political events or events organised by political parties or which could be to do with a political subject matter. This is because it might be interpreted as lending support to the organisation or cause and bring the Parole Board's independence into question. However, if it is in our interest for an official to attend a conference, for example, as an observer, we may give permission. Permission for any of the above can only be granted by the CEO.

20.6 After an unsuccessful election attempt you will not normally be entitled to re-join the Parole Board, however, each case will be assessed on its own merits.

20.7 Your application for permission to take part in political activities should:

- be in writing
- give the nature of the political activity
- give the period over which you think you will be involved;
- be sent to the CEO with a copy to your Head of Department

20.8 If permission is granted:

- you may advocate or criticise any political party. However, you should express your comment with moderation, particularly on matters your own minister is responsible for. You should avoid any comment where possible if the issue concerned is controversial.
- you should avoid personal attacks, especially on your own ministers.
- you should avoid any embarrassment to ministers or to their departments which could result from your actions by being involved prominently in party-political controversy.

- you should not involve yourself in matters which are politically controversial, or which are of national rather than local significance.
- 20.9 You must not carry out any political activities whilst at work or at Parole Board premises.
- 20.10 Permission to take part in any political activity can be withdrawn at any time and without notice if circumstances changes.
- 20.11 If permission is refused then we will expect you not to put yourself forward prominently on one political side or another.
- 20.12 If you think we have withheld permission unreasonably, you can appeal using our grievance procedure.

## **21. Working and contact with the media**

- 21.1 You should not speak, write, give interviews, or take phone calls for "information" relating to Parole Board business, unless the Chief Executive has given you permission.
- 21.2 You should pass on all inquiries from the press, radio or television to Business Improvement & Development department.
- 21.3 You may write or give an interview about things that are not connected with the Parole Board as long as you do not do so in your capacity as an employee of the Parole Board.
- 21.4 You should tell your manager if you think that any articles may appear in the press about you that will show you work for us.
- 21.5 You must never publicise material, which is confidential or against the Board's interests or our employees' interests. If you have any concerns, you should speak to your manager or go through recognised procedures, such as the Grievance or Whistleblowing procedures.

## **22. Being a member of a non-public organisation**

- 22.1 If you are a member of any non-public organisation that has secrecy about rules, membership and behaviour, for example, the Freemasons, you should register this with the Chief Executive.
- 22.2 You should make sure that any such membership does not make you act in a way that will damage the reputation of the Parole Board or seriously affect your work.

## **23. Misconduct**

- 23.1 Your manager may take formal action if you break any of the rules in this code or any other Parole Board policy or standards.
- 23.2 The guidance to this policy sets out examples of misconduct and gross misconduct. The examples are not a complete list. Gross misconduct will normally lead to dismissal.

## **24. Rights & Responsibilities**

If you witness any conduct which does not meet the standards as set out in this policy, or believe that you are being asked to act in a way which goes against the Parole Board's core values or Nolan Standards then you should report your concerns to your manager or alternatively your manager's manager. Depending upon the circumstances, your concerns may fall under the Public Interest Disclosure Act 1998 and therefore the Whistleblowing procedures may apply.

## **25. Related Documents**

- Code of Conduct FAQs
- Whistleblowing policy and procedure
- Disciplinary Procedure
- Grievance Procedure
- Recruitment policy
- Equality & Diversity Policy
- Bullying, Harassment & Discrimination Policy
- Freedom of information & Data Protection policy
- Information Security
- Flexible Working Hours policy
- Absence Management policy
- Health & Safety policy