

**FOI/15/104**

**Title:** Number of BYOD devices and spend

Response to an FOI requesting information on the number of BYOD devices and spend in NIO

**Detail:** Reply to Freedom of Information request FOI/15/104 dated June 2015

**FOI/15/108**

**Title:** Correspondence between the NIO and Larne Borough Council in relation to honours

Response to an FOI requesting copies of correspondence between the NIO and Larne Borough Council in relation to honours

**Detail:** Reply to Freedom of Information request FOI/15/108 dated June 2015

**FOI/15/112**

**Title:** Premium phone lines

Response to an FOI requesting information on NIO spend on premium phone lines

**Detail:** Reply to Freedom of Information request FOI/15/112 dated June 2015

**FOI/15/114**

**Title:** Departmental spend on IT

Response to an FOI requesting information on the departmental spend on IT

**Detail:** Reply to Freedom of Information request FOI/15/114 dated June 2015

**FOI/15/115**

**Title:** Number of employees disciplined for misuse of social media

Response to an FOI requesting information on the number of employees disciplined for misuse of social media

**Detail:** Reply to Freedom of Information request FOI/15/115 dated June 2015

**FOI/15/118**

**Title:** Details on the NIO's ICT merchandise

Response to an FOI requesting information on the NIO s ICT merchandise

**Detail:** Reply to Freedom of Information request FOI/15/118 date June 2015

**FOI/15/120**

**Title:** Details of the NIO's dealings with consultant companies

Response to an FOI requesting information on details of the NIO's dealings with consultant companies

**Detail:** Reply to Freedom of Information request FOI/15/120 dated July 2015

**FOI/15/121**

**Title:** Art work owned by department

Response to an FOI requesting information on art work owned by department

**Detail:** Reply to Freedom of Information request FOI/15/121 dated July 2015

**FOI/15/123**

**Title:** Number of employees disciplined for misuse of computers

Response to an FOI requesting information on the number of employees disciplined for misuse of computers

**Detail:** Reply to Freedom of Information request FOI/15/123 dated June 2015

**FOI/15/125**

**Title:** Inquiries funded by the Northern Ireland Office

Response to an FOI requesting information on Inquiries funded by the Northern Ireland Office

**Detail:** Reply to Freedom of Information request FOI/15/125 dated July 2015

**FOI/15/128**

**Title:** Automatic email deletion systems

Response to an FOI requesting information on automatic email deletion systems

**Detail:** Reply to Freedom of Information request FOI/15/ dated July 2015

**FOI/15/129**

**Title:** A list of every database your authority holds alongside a description of what the database is.

Response to an FOI requesting information on every database the NIO holds alongside a description of what the database is.

**Detail:** Reply to Freedom of Information request FOI/15/129 dated July 2015

**FOI/15/132**

**Title:** Copy of bullying and harassment policy in NIO

Response to an FOI requesting information on the bullying and harassment policy in the NIO

**Detail:** Reply to Freedom of Information request FOI/15/132 dated July 2015



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June 2015

**REFERENCE: FOI 15/104**

You requested information from the Northern Ireland Office which has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA).

*How many BYOD (non-issued) devices have been used for work on your network within the last five years? Your IT team should be able to access this information easily.*

Year	Number of BYOD devices on the network
2010/11	0
2011/12	0
2012/13	0
2013/14	0
2014/15	0

*How much money has been spent on traditional phone calls and SMS text messages from issued devices and in-house telephony systems? Could you answer this for the last five years?*

Year	Amount (£s) spent on phone calls / traditional SMS text messages and in-house phone systems
2010/11	£79,562.59
2011/12	£64,821.65
2012/13	£91,968.28
2013/14	£108,581.80
2014/15	£102,832.31

*How many of your team members are able to access work data / emails from home or remotely? Could you answer this for the last five years?*



<b>Year</b>	<b>Number of employees that can access work information from home / remotely</b>
2010/11	Information not held
2011/12	Information not held
2012/13	18
2013/14	29
2014/15	40





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June 2015

**REFERENCE: FOI 15/108**

You requested the following information:

***“I would like to request any information, particularly correspondence between the Northern Ireland Office (NIO) and Larne Borough Council, any of its staff or councillors, or any individuals in relation to another connected to the above organisation, since 1 January 2014 regarding submissions or potential submissions for honours.”***

The NIO has had no correspondence with Larne Borough Council in relation to submissions for honours.





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June 2015

REFERENCE: FOI 15/112

You requested the following information from the Northern Ireland Office (NIO):

***“1) the number of premium phone lines, chargeable 08 business rate numbers and directory enquiry numbers operated by the department and what each is used for (for example, what departmental service the line is used to access). Please follow [the Ofcom definitions](#).***

***2) the number of premium phone lines, chargeable 08 business rate numbers and directory enquiry numbers operated by the department since Thursday 6 May 2010, but no longer operated by it and what each was used for***

***3) the number of calls made to each in 1) and 2) and the total cost to callers, broken down by calendar year***

***4) the revenue for the department from the calls in 3), broken down by line and by calendar year (should the figure be different to that in 3)).”***

Your request has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA). I will answer the questions in the order you have asked.

1. The Northern Ireland Office currently operates one 0844 number. This number is used solely to update Departmental staff on business continuity information in the event of a building closure.



2. There have been no other 08 business rate numbers in use from 6 May 2010.

3. The total number of calls made to the service:

2014/15 – 70 calls

2013/14 – 2 calls

2012/13 – Information not held

2011/12 – Information not held

2010/11 – Information not held

4. The Department receives no revenue for this number.







**October 2015**

**REFERENCE: FOI – 15/114**

You requested the following information from the Northern Ireland Office (NIO) information regarding the departmental spend on IT.

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

1 a: How much did your council/department/authority spend in total on IT technologies and services during the 2013/2014 fiscal year?

Year	Spend
2013/14	£345,400

1 b: By comparison, how much did your council/department/authority spend in total on IT technologies and services during the 2014/2015 fiscal year?

Year	Spend
2014/15	£339,495

2 a: Of that total spend in 2013/2014 fiscal year, what was the breakdown in spending on on-premise and cloud technology? Eg, (total £10,000, £6,000 on-premise, £4,000 cloud)

2 b: Of that total spend in 2014/2015 fiscal year, what was the breakdown in spending on on-premise and cloud technology? Eg, (total £10,000, £6,000 on-premise, £4,000 cloud)  
*(Note: please provide figures for "hybrid" technology if cloud/on-premise not applicable)*

The NIO receives managed ICT services from IT Assist Confidential (ITAC), which is a service provided by Enterprise Shared Services, a body within the Department of Finance and Personnel, Northern Ireland. The information requested is therefore not held by this Department. This information may be available from the Department of Finance and Personnel, Northern Ireland who can be contacted at [info.csd@dfpni.gov.uk](mailto:info.csd@dfpni.gov.uk)



3 a: Who were the top-five (if applicable) IT product and services suppliers with whom the council spend the most money during the 2013/2014 fiscal year, and how much was spent with each?

Supplier	Spend 2013/14
Department of Justice NI	£35,000
Department of Finance and Personnel NI	£310,400

3 b: Who were the top-five (if applicable) IT product and services suppliers with whom the council spend the most money during the 2014/2015 fiscal year, and how much was spent with each?

Supplier	Spend 2014/15
Department of Justice NI	£35,000
Department of Finance and Personnel NI	£304,000
MISCO	£495

4 a: How many PCs (desktops, laptops, tablets) does your council currently run?

PC	No
Desktops	192
Laptops	40
Tablets	6

4 b: Please provide a breakdown of which operating systems these PCs run on - (eg total 151: 100 Windows 8, 50 Windows XP, 1 iOS)

PC	No	OS
Desktops	192	Windows 7
Laptops	40	Windows XP
Tablets	6	IOS





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June 2015

REFERENCE: FOI 15/115

You requested the following information from the Northern Ireland Office (NIO):

***“Total number of employees disciplined for misuse of social media over the last five years – 2015-2010.***

***Please break the information down like so:***

- ***Incidents broken down by year***
- ***Detail of the incident e.g. offensive comments about a colleague***
- ***Detail of the type of social media e.g. blog, twitter, facebook***
- ***Action taken e.g. written warning, dismissal”***

Since April 2010 to the current day, no members of staff in the Northern Ireland Office have been disciplined for the misuse of social media.





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June 2015

REFERENCE: FOI 15/118

You requested the following information from the Northern Ireland Office (NIO):

***“The number of (1) tablets, broken down by type (2) laptops and (3) mobile phones purchased for the use of Departmental Officials in each of the last three years***

***The cost of these devices at the time of purchase***

***The overall cost of providing officials with either a tablet, laptop or mobile phone in each year***

***What criteria is met before it is considered necessary for an official to be provided with either a tablet, laptop or mobile phone***

***What policy exists to ensure that these products are used only for official Departmental business”***

Your request has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA).

Below is a table of the items purchased by the Department in each of the last three years and their cost at the time of purchase:



<b>YEAR</b>	<b>TABLET (cost when new)</b>	<b>LAPTOP (cost when new)</b>	<b>MOBILE PHONE (cost when new)</b>
<b>2014/15</b>	2 x iPad Air 16GB = £819.00 1 x iPad Mini 128Gb = £528.00 <b>TOTAL COST = £1347.00</b>	2 x Lenovo Thinkpad Edge = £2344.00 <b>TOTAL COST = £2344.00</b>	1 x Nokia 301 = £85.00 <b>TOTAL COST = £85.00</b>
<b>2013/14</b>	1 x iPad Mini 32GB = £416.00 1 x iPad 16GB = £487.00 <b>TOTAL COST = £903.00</b>	1 x Macbook Pro = £1997.00 <b>TOTAL COST = £1997.00</b>	2 x Nokia Asha 300 = £120.00 1 x Sony Experia = £242.00 1 x Samsung S3 mini = £174.00 1 x iPhone 5 16GB = £510.00 1 x Blackberry Bold = £60.00 <b>TOTAL COST = £1106.00</b>
<b>2012/13</b>	2 x iPad 32GB = £1082.00 <b>TOTAL COST = £1082.00</b>	Nil <b>TOTAL COST = £0</b>	1 x Nokia C3 = £155.00 1 x HTC Wildfire = £234.00 2 x iPhone 5 64GB = £1128.00 1 x iPhone 4S 32GB = £480.00 <b>TOTAL COST = 1997.00</b>

The running costs associated with mobile phones is monitored and any unusually high billing is referred back to the user for explanation. Last year (2014/15) mobile phones usage and charges to the Department amounted to £14,607.04. There are no running costs associated with tablets or laptops as they cannot be networked with the Department's IT systems.

The Department's policy is to provide a mobile phone to a member of staff when there is a clear business need and an operational requirement can be demonstrated to meet at least one of the following criteria:

- The staff member needs to be contactable outside normal working hours to deal with work-related matters;
- The staff member needs to make work-related calls outside normal working hours;
- The staff member is regularly required to work away from NIO premises, without access to a landline phone (e.g. official travel) and needs to be in contact with the office.

Deputy Directors are responsible for approving the allocation of a mobile phone to a staff member



in their business area. Decisions are based on consideration of the above criteria and an estimation of the expected use of the mobile phone. Mobile devices will not be allocated without receipt of an appropriate business case, approved by the relevant budget-holder. Senior officials are responsible for keeping the allocation of mobile phones within their area under review.

Tablets and laptops are only provided to staff when there is a clear business need, such as the capability to provide access to social media sites and to monitor political developments.

All staff and new entrants sign up to a “SyOps” agreement prior to using any departmental IT systems. This is a declaration of user accountability on the appropriate use of IT systems for business purposes.





# NIO

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## Freedom of Information Team

July 2015

REFERENCE: FOI – 15/120

You request the release of the following information from the Northern Ireland Office (NIO);

***“Under the Freedom of Information Act 2000, please could you tell me:***

***a) How much money the department has paid to a) PricewaterhouseCoopers, b) KPMG, c) Ernst & Young and d) Deloitte for department services for each of the last 6 financial years (2009/10, 10/11, 11/12, 12/13, 13/14 and 14/15). Please break down per firm, per year.***

***b) How much money in costs has been recovered against each firm (for example for paid government services or compensation) broken down by each firm for each year (2009/10, 10/11, 11/12, 12/13, 13/14 and 14/15), if any?***

***c) The number of individual a) PricewaterhouseCoopers, b) KPMG, c) Ernst & Young and d) Deloitte employees who have been seconded to your department for each of the last 6 financial years (2009/10, 10/11, 11/12, 12/13, 13/14 and 14/15). Please break down per firm per year.***

***d) The number of individual civil servants from your departments who have been seconded to a) PricewaterhouseCoopers, b) KPMG, c) Ernst & Young and d) Deloitte for each of the last 6 financial years (2009/10, 10/11, 11/12, 12/13, 13/14 and 14/15). Please break down per firm per year.***

***For clarification: please include all subsidiary consultancies owned by each of these individual firms as part of the calculations.”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

As you may be aware, the devolution of policing and justice powers to the Northern Ireland Assembly took place on 12 April 2010. I can confirm that from that date, the following information.

a) The Department’s expenditure with the specified organisations is shown in the table below:

	2010-11	2011-12	2012-13	2013-14	2014-15



	£	£	£	£	£
PWC	0	0	0	1,620	0
KPMG	0	12,196	20,553	0	0
Ernst & Young	0	0	0	0	0
Deloitte	0	0	51,347	0	0

- b) No money has been recovered against any of these organisations in the time period specified.
- c) No individuals have been seconded to this department from these organisations in the time period specified.
- d) No individuals from this department have been seconded to any of these organisations in the time period specified.







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June 2015

REFERENCE: FOI 15/121

You requested information from the Northern Ireland Office (NIO).

***“1. What is the total number of works of art owned by your organisation?***

***2. What is the total insurance value of these works of art?***

***3. How many of the works of art that you own are on public display?***

***4. For the five most valuable items, where the data is readily available:***

***a) If purchased by the organisation, what was its purchase price, year of purchase and reason for purchase***

***b) What is its current value?”***

Your request has been handled as a request for information under the provisions of the Freedom of Information Act 2000 (FOIA).

The Department owns 75 works of art, all of which are at Hillsborough Castle in Northern Ireland. As a Government Department, the NIO does not take out insurance, but the most recent valuation of the artwork was given at £409,930.



There are 14 works of art currently on public display, although some pieces may be moved around the premises periodically. The remaining works are in areas of Hillsborough Castle which are not open to the public.

Information on the purchase of the five most valuable items is not held however, the value of these items, when a valuation was last carried out in 2012, were:-

1) £80,000, 2) £60,000, 3) £40,000, 4) £40,000, 5) £25,000.





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June 2015

**REFERENCE: FOI 15/123**

You requested the following information from the Northern Ireland Office (NIO):

***“Total number of employees disciplined for misuse of computers within your organisation over the last give (sic) five? years.***

- Incidents broken down by year***
- Detail of what happened in the incident e.g. using work email to speak contact friends, send illicit material***
- Detail of the nature of the incident e.g. email misuse, downloading music, etc.***
- Action taken e.g. written warning, dismissal”***

Over the last five years, no members of staff in the Northern Ireland Office have been disciplined for the misuse of computers.





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October 2015

**REFERENCE: 15/125**

You requested the following information from the Northern Ireland Office:

- 1. “A list of the conflict related inquiries which are currently being funded by the NIO; and***
- 2. The total cost of these inquiries to date, including the annual spend on each inquiry for the last 3 years.”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA). I can confirm that the department holds information falling within the scope of your requests.

**Question 1** – The NIO is not currently funding any ongoing conflict related inquiries. As part of our duty to provide you with advice and assistance under s.16 of FOIA, it may assist you to know that the NIO normally funds the hosting of former inquiry websites (which includes the inquiry report) for a period of one year after publication of the inquiry report. We are currently funding the website for the Robert Hamill Inquiry, the De Silva Review of the murder of Patrick Finucane and the Hallett Review of the so-called on-the–runs administrative scheme. Please note that only the Hamill Inquiry was a statutory inquiry.

**Questions 2 & 3** - I can confirm that the department holds information related to your request. Within the past 3 years the NIO has funded the following:



- The Hallett Review - Following the collapse of the trial against John Downey in February 2014, the Prime Minister commissioned an inquiry into the 'on-the-runs' (OTR) administrative scheme. On 17 July 2014 the government laid in Parliament the report from Lady Justice Hallett's review of the scheme. The total cost of the Hallett Review was £509,417. Expenditure is broken down as follows:

	<b>Spend (£s)</b>
Chair	69,458
Legal and specialist	265,486
Staff	40,298
Travel and accommodation	9,504
IT and comms	45,602
Admin	1,941
Publication	77,128
<b>TOTAL</b>	<b>509,417</b>

- The De Silva Review - In 2011, the Northern Ireland Office set up a review into the murder of Patrick Finucane, which reported in December 2012 at a cost of £1.1m.

As stated above the NIO continues to fund the hosting of the website of the Robert Hamill Inquiry. This Inquiry was established in 2005, and closed in February 2011 at a cost of £32.9m. The report of the Robert Hamill Inquiry has been completed, and the Inquiry has fulfilled its terms of reference. However, in view of an announcement by the Public Prosecution Service for Northern Ireland (PPS) on 21 December 2010 that three individuals were to face charges in connection with the murder of Robert Hamill, a decision was made not to publish the Inquiry's report until the legal proceedings have concluded.



July 2015

**REFERENCE: FOI - 15/128**

You requested the following information from the Northern Ireland Office (NIO):

**“I would like information on whether the Northern Ireland Office has a system in place that deletes emails around the three month mark? If this is the case, when was it introduced and under whose direction? If it is not in place, is there a process in place for the deletion of emails at any period of time and if not is there a plan for this type of process in the future?”**

Your request is being handled under the Freedom of Information Act 2000 (FOIA).

The NIO receives managed ICT services from IT Assist Confidential (ITAC), which is a service provided by Enterprise Shared Services, a body within the Department of Finance and Personnel, Northern Ireland. In accordance with ITAC operating procedures, emails are automatically deleted 90 days after receipt. Further information may be available from the Department of Finance and Personnel, Northern Ireland who can be contacted at [info.csd@dfpni.gov.uk](mailto:info.csd@dfpni.gov.uk)

The NIO Information Management Policy (Version 3, September 2013), states ‘if a message conveyed contributes to full understanding of a policy decision, results in an action being taken, or forms a significant part of the “story” it must be kept. If not, it should be deleted. Those emails not required for business needs or which do not need to be retained “for the record” should be deleted as soon as they have ceased to be of use. Emails that are added to the Department’s EDRMS must be deleted from inboxes or other storage areas immediately they have successfully been added to the official record. Personal, ephemeral and other emails not added to the official record keeping system should be deleted as soon as they have ceased to be of use. Individual members of staff are responsible for doing this.’



July 2015

REFERENCE: FOI - 15/129

You requested the following information from the Northern Ireland Office (NIO):

***“Please can I have a list of every database your authority holds alongside a description of what the database is.***

***To clarify I am not requesting the databases themselves just their names and descriptions”***

Your request is being handled under the Freedom of Information Act 2000 (FOIA).

The Following is a list of a databases held by the Northern Ireland Office together with a description of what each database is:

Name	Description
Visits Section VVIP Database	Stores information about people invited to receptions
Prohibited Weapons	Stores information on users of prohibited weapons and the licence conditions
Controlled Substances	Stores information on premises holding controlled substances and licences
KPPS/HPU and Performer	Stores information relating to home protection



<b>British/Irish Secretariat Database</b>	Stores information on people invited to receptions
<b>Integra</b>	Departmental accounting system
<b>Security Incident Database</b>	Stores information about major security incidents that happen in Northern Ireland
<b>Staff Security Database</b>	Stores information relating to staff security clearances
<b>Firearm Appeals</b>	Stores information relating to firearms licences
<b>Sentence Review</b>	Stores information relating to Sentence Reviews
<b>TRIM</b>	Departmental Electronic Data Records Management





Full response



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**July 2015**

**REFERENCE: FOI 15/132**

You requested the following information from the Northern Ireland Office (NIO):

***“Please could you forward me a copy of your current Bullying and Harassment Policy for staff”***

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

The Northern Ireland Office (NIO) follows the Ministry of Justice (MOJ) terms and conditions, including policies. The relevant section on Bullying and Harassment from the MOJ Conduct Policy is attached.

The link below is to the Civil Service Code of Conduct to which the policy refers.

<https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>



## 2.3 Standards of behaviour

### Principle

These are the standards of conduct and behaviour we expect every employee to meet.

If you do not meet all of these standards, your manager may take action under the disciplinary procedure.

You will:

- carry out your duties following the civil service values (honesty, integrity, objectivity and impartiality – for more information see [www.civilservice.gov.uk](http://www.civilservice.gov.uk));
- take responsibility for your actions;
- treat people decently and with respect;
- take care of all official property for which you are personally responsible, and immediately report to your manager any loss or damage;
- be polite, reasonable and fair in your dealings with people who use our services (prisoners, court and tribunal users, defendants, witnesses, the public and so on) and colleagues; and
- keep to policies and procedures which relate to your business area, including policies on security, the rules in this policy and specific rules such as prison service rules on relationships with prisoners.

You will not:

- discriminate against any person or group for any unfair reason (including their race, ethnic or national origin, sex, sexual identity, sexual orientation, marital or civil partnership status, age, disability, religion or belief, caring responsibilities, working pattern or trade-union membership); or
- harass, victimise or bully others through your actions, language or behaviour (whether done deliberately or not).

### Zero tolerance

This means we will:

- always investigate and treat allegations of unacceptable behaviour seriously; and
- take action appropriate to how serious the break of the policy is.

### What is unacceptable behaviour?

**Harassment** is unwanted behaviour which affects a person's dignity. It can relate to age, sex, race, disability, religion, nationality or any other personal characteristic of the individual and may be continuous or a one-off incident. Basically, the actions or comments are seen by the person receiving them as demeaning and unacceptable.

**Bullying** may include offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power which aims to undermine, humiliate or injure someone.

Bullying or harassment may be by an individual against an individual or involve groups of people.

**Victimisation** is when an individual is treated in a negative way because they make a complaint, plan to make a complaint, or have helped someone else to make a complaint.

### Examples of unacceptable behaviour

Unacceptable behaviour may include:

- spreading malicious rumours, or insulting someone;
- unwanted contact such as verbal abuse or offensive gestures;
- unwanted physical contact (including unnecessary touching, and physical threats or assaults);
- misuse of power or position such as making impossible work demands or providing too much unnecessary supervision;
- unfair treatment;
- isolating someone or encouraging them to do something illegal or unacceptable;

- ridiculing or demeaning someone, teasing them or making them the target of pranks or practical jokes;
- inappropriately commenting on a person's appearance, personal life or lifestyle; or
- displaying literature, pictures, films, videos or CDs or other items that could offend.

This is not a full list. You should remember that unacceptable behaviour related to harassment, bullying and victimisation could take place face-to-face, on the phone, by email or letter.

Please see section 3.3 and *IT Usage Guidance* for more information about your responsibilities when using the internet and emails.

If you are not sure what is acceptable, you should get advice from your line manager or your manager's manager.

## 2.4 Reporting concerns

We are committed to having an ethical work environment. If you see any conduct which does not meet the standards in this policy, or believe you are being asked to act in a way which goes against the *Civil Service Code*, you should normally report your concerns to your line manager or your manager's manager.

They will decide on the best way to deal with the complaint, which could include mediation or, if this is not possible or has been tried and has failed, using the appropriate discipline policy.

- If you are a member of the SCS in the NOMS business group, your managers will follow the policy and processes set out in the NOMS (HMPS) Conduct and Discipline website.
- If you are not a member of the SCS in the NOMS business group, your managers will follow the *Discipline policy*.

If you feel you need to make a complaint, you may do so using the appropriate grievance policy.

- If you are a member of the SCS in the NOMS business group, you should follow the guidance at PSO 8550 Grievance Policy on the HM Prison Service website.
- If you are not a member of the SCS in the NOMS business group, you should follow the *Grievance policy*.

Prison Service Orders are at: <http://www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos/>

In instances where this is not possible or appropriate, you may need to report the matter using the *Whistleblowing guidance*.

## 2.5 Breaking this code

If your conduct and behaviour does not meet the high standards set out in this policy, your manager will take appropriate action to stop the misconduct continuing and to prevent it from happening in the future. Managers will use the discipline procedure if they feel that it is necessary. If you keep breaking the *conduct policy*, or you break it in a serious way, you may receive a formal warning or be dismissed without notice.

If you are a member of the SCS in the NOMS (HMPS) business group, your managers will follow the policy and processes set out in the NOMS (HMPS) Conduct and Discipline website if they feel disciplinary action is needed.

Prison Service Orders are at: <http://www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos/>

## 2.6 Responsibilities

**As an employee or a person working for us under a contract (including agency workers, contractors and so on) you will:**

- read and understand this policy and keep to its standards and rules;
- follow the organisational values and the principles of the *Civil Service Code* which are in this policy;
- ask your manager to explain any parts of the policy you are not sure about; and
- include and promote equality and diversity in all that you do.

**As a manager you will:**

- set a positive example for your staff in both your managerial and professional behaviour, which is appropriate to your level of responsibility;
- include and promote equality and diversity in all that you do;
- put the standards of this policy into practice and deal with any problems fairly (you have a responsibility to take appropriate action to make sure that we maintain standards within your immediate work area and outside of MoJ);
- make sure that the members of your team are properly inducted and are aware of and understand their personal responsibilities to meet the standards in this *conduct policy*;

- monitor their behaviour to make sure they keep to the policy and, where necessary, explain to your team all parts of this policy to improve their understanding;
- take complaints seriously and take appropriate action, as soon as possible, to deal with anyone who does not keep to this policy; and
- if appropriate, make sure that members of the SCS in the NOMS business group are aware of the NOMS (HMPS) policies that apply to them.

**Human Resources will:**

- make sure this *conduct policy* is available to all staff by providing it to all new staff and making sure that it is referred to in induction guidance;
- support managers' and employees' understanding of this policy by providing advice and training; and
- monitor how effective this policy is by:
  - gathering, analysing and, where possible, publishing statistics on warnings and dismissals as a result of people breaking this policy;
  - reviewing relevant responses from the staff opinion survey; and
  - reviewing confidential reporting (whistleblowing) cases.