

EMPLOYEE CODE OF CONDUCT

HR Circular – 01/2019

The Employee Code of Conduct was initially introduced in 2012 and updated in May 2018 to provide additional information on a range of areas including:

- Key principles of the Code
- Managing relationships
- Personal presentation
- Use of social media
- Gifts and hospitality

Following recommendations arising from Internal Audit, additional changes have been made to include details and guidance on managing conflicts of interest.

The updated Employee Code of Conduct can be found [here](#).

The Code provides guidance for employees on what to do if they have or may have a conflict of interest. There is now a requirement for all conflicts to be recorded, following discussion with the line manager. A Service register of complaints must also be held and monitored on a regular basis by the Executive Director.

Please ensure that the content of this Circular is brought to the attention of all employees by circulating this circular or prominently displaying a copy on your Service notice boards. Thank you for your assistance with this matter.

Head of People & Organisational Development