



**North Wales  
Office for the Police and Crime Commissioner**

**Code of Conduct**

**Staff**

## Polisiâu a Gweithdrefnau / Policies and Procedures

### Summary

To set out the standards of behaviour expected of staff of the office of the Police and Crime Commissioner in North Wales.

This procedure has been adopted by the OPCC for North Wales.

**Date Ratified:**

**Review Date:** January 2024

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## Polisiâu a Gweithdrefnau / Policies and Procedures

### 1. Introduction

- 1.1 This Code applies to employed staff working under the direction and control of the Chief Executive of the Office of the Police and Crime Commissioner (Commissioner).
- 1.2 This Code forms part of the terms and conditions of employment of employees.
- 1.3 This Code does not apply when staff working under the direction and control of the Chief Executive of the Office of the Police and Crime Commissioner are acting in a purely private capacity.

### 2. Honesty, Integrity, Impartiality, and Objectivity

- 2.1 An employee must perform his or her duties with honesty, integrity, impartiality and objectivity.

### 3. Accountability

- 3.1 An employee must be accountable to the Commissioner for their actions.

### 4. Respect for Others

- 4.1 An employee must:
  - a) treat others with respect
  - b) not discriminate unlawfully against any person; and
  - c) treat the Commissioner and Deputy Commissioner professionally.

### 5. Stewardship

- 5.1 An employee must:
  - a) use any public funds entrusted to or handled by them in a responsible and lawful manner; and
  - b) not make personal use of property, vehicles or other facilities of the Commissioner unless authorised to do so.

### 6. Personal Interests

- 6.1 An employee must not in their official or personal capacity:
  - a) allow his or her personal interests to conflict with the requirements and interests of the Commissioner
  - b) use his or her position improperly to confer an advantage or disadvantage on any person.

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### 7. Registration of Interests

- 7.1 An employee must comply with the requirements of the Commissioner:
- c) to register or declare interests; and
  - d) to declare hospitality, benefits or gifts received as a consequence of his or her employment.

### 8. Appointment and Employment Matters

- 8.1 An employee involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant/employee, or has a close personal relationship outside of work with them.

### 9. Whistleblowing Procedures

- 9.1 In the event that an employee becomes aware of activities which the employee reasonably believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the Commissioner's confidential reporting procedure.
- 9.2 An employee must not treat another employee of the Office less favourably than other employees by reason that the other employees has done, intends to do, or is suspected of doing anything under or by reference to any procedure that the Commissioner has for reporting such matters as referred to above.

### 10. Equality

- 10.1 An employee must comply with the policies of the Commissioner relating to equality issues, in addition to the requirements of the law.

### 11. Openness

- 11.1 An employee must:
- a) not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so; and
  - b) not prevent another person from gaining access to information to which that person is entitled by law.

### 12. Duty of Trust

- 12.1 An employee must at all times act in accordance with the trust that the public is entitled to place in him or them.

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### 13. Complaints

- 13.1 Any complaint that an employee may have breached this Code of Conduct shall be made to the Chief Executive of the Office of the Police and Crime Commissioner or as otherwise permitted by law. Any complaint in relation to the Chief Executive shall be made to the Police and Crime Commissioner or as otherwise permitted by law.

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### 14. Monitoring

- 14.1 This Policy will be reviewed by the Chief Executive in January 2024, or following changes in legislation.