



CODE OF CONDUCT

Staff of the Office of the Police and Crime Commissioner for Norfolk

1. Introduction

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 for Norfolk (OPCCN) and forms part of the terms and conditions of their employment.

This code does not apply to staff employed by, or under the direction and control of, the Chief Constable.

A breach of this code will be dealt with in line with the disciplinary procedures which apply to employees of the OPCCN.

2. College of Policing Code of Ethics 2014

The College of Policing Code of Ethics 2014 sets out the ethical principles that should guide the making of all decisions, and the standards of professional behaviour expected of everyone within the police service.

As a member of staff of the OPCCN, I agree to abide by the following:

- I will be honest and act with integrity at all times, and will not compromise or abuse my position
- I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy
- I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals
- I will act with fairness and impartiality
- I will not discriminate unlawfully or unfairly
- I will lead by good example
- I will be diligent in the exercise of my duties and responsibilities
- I will act in the public interest
- I will make choices on evidence and my best professional judgement, being open and transparent about my actions and decisions
- I will treat information with respect, and access or disclose it only in the proper course of my duties
- I will ensure, when on duty or at work, that I am fit to carry out my responsibilities

- I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing
- I will report, challenge or take action against the conduct of colleagues which has fallen below the standards of professional behaviour.

3. Declarations of interests, gifts and hospitality

- a) Employees must comply with the requirements of the OPCCN to register or declare interests.
- b) Employees must comply with the requirements of the OPCCN to declare hospitality, benefits or gifts received as a consequence of their employment.

4. Appointment and employment matters

- a) Employees involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant or employee, or where there is a close personal relationship between them outside of work.

5. Equality

- a) Employees must comply with the legal responsibilities placed upon the OPCCN by equality and human rights legislation. More information on these responsibilities can be found in the PCC's Equality Statement.

6. Whistleblowing

Whistleblowing is the reporting (through confidential channels) of any behaviour which is suspected to be illegal, improper or unethical.

- a) If employees become aware of activities which they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, they have a responsibility, and are encouraged, to report.
- b) Employees must not be treated less favourably than other employees because they have reported, intend to report, or are suspected of having reported activity they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this code.

The Professional Standards Department of the Norfolk Constabulary has a confidential reporting mechanism which is accessible via The Beat.

7. Complaints

- a) Any complaint that an employee may have breached this Code of Conduct should be made to the Chief Executive of the OPCCN or as otherwise permitted by law.
- b) Any complaint in relation to the conduct of the Chief Executive should be made to the Police and Crime Commissioner or as otherwise permitted by law.

I have read and agree to comply with the Code of Conduct for staff of the OPCCN: Signed:

Date:

Print name:

Job title: