

## Employee code of conduct

1. Apply strict honesty and absolute fairness in all matters carried out by the Council, acting without bias.
2. Respect all confidential information – never make a disclosure without the authority of the source.
3. Be prompt in all dealings/responses – if this is not always possible, issue an acknowledgement that a matter is receiving attention.
4. Never use the position in the Council to gain an advantage that is not available to the public.
5. Never accept any favours or gifts – apart from modest items that might be offered e.g. Pens/diaries/calendars.
6. Disclose any personal or family interests in issues under discussion in Council.
7. Observe correct relations with Members, treat all alike without favour and avoid over familiarity.
8. Open Government, keep everything in the open and discourage closed sessions. Ensure Members are kept up to date with all matters affecting the Council.
9. Avoid taking any political stance in Council dealings.
10. Be open and amenable to any potential changes in procedures and systems.
11. Be aware and fully understand the Legal and Statutory requirements that relate to the Council and work within these frameworks at all times.
12. If it appears that an adopted policy is illegal or improper, refer the matter to Sussex Council Association at [www.sussexalc.org.uk](http://www.sussexalc.org.uk).
13. Council grants, donations and sponsor. If it could be considered by residents that you or your family may benefit from such activities, report the matter to the Council.