

**Office of the Police and Crime Commissioner
for Wiltshire and Swindon**

OPCC Staff Code of Conduct

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1. Introduction and purpose

This Staff Code of Conduct outlines the principles and values that guide our behaviour and decision-making processes. By adhering to these guidelines, we ensure that we serve the public effectively and maintain trust in our operations.

This code applies to all staff employed by the Office of Police and Crime Commissioner (OPCC) for Wiltshire and Swindon.

This Code forms part of the terms and conditions of employment of employees and any breach shall be dealt with in accordance with the disciplinary procedure applying to employees of the Office of the Police and Crime Commissioner.

2. Regulatory / Legal Framework

Further reading and linked policies or documents

The following is a list of other policies, procedural documents or guidance documents (internal or external) to which employees should refer for further details:

Ref	Document Title	Document Location
1	The Nolan Principles	The Seven Principles of Public Life - GOV.UK
2	Staff Declarations Policy	Staff Declarations
3	Police Staff Handbook	Police Staff Council handbook Local Government Association
4	Whistleblowing Policy	Whistle Blowing
5	Policies and Procedures	OPCC Office - OPCC Policies and Procedures - All Items

3. Main Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to everyone who works in the delivery of public services. All staff employed by or representing the OPCC are guided by these principles, alongside the organisation values and behaviours which outline what members of the public can expect from our staff and what staff members can expect from one another. An overview of these guiding principles can be found below:

Selflessness – holders of public office should act solely in terms of the public interest

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in their performance of the official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions. An employee must not disclose information given in confidence, or information acquired which is believed to be of a confidential nature, without consent, unless required by law to do so.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Equality and Respect for Others - An employee must:

- a. treat others with respect
- b. not discriminate unlawfully against any person; and
- c. treat the Police and Crime Commissioner and all colleagues professionally

Stewardship - An employee must:

- a. use any public funds entrusted to or handled by him or her in a responsible and lawful manner; and
- b. not make personal use of property, vehicles or other facilities of the OPCC unless authorised to do so.

4. OPCC values and behaviours:

Excel at the basics - Staff must maintain a constant focus on our core purpose and making solutions as simple as possible and ensuring personal ownership in the delivery of outcomes.

Trust – An employee must at all times act in accordance with the trust that the public is entitled to place in him or her.

Serving the public – Staff must always put public service at the heart of the work they do.

Engagement – Staff will listen, and contribute to understand, learn and improve and ensure communication is always open, honest and representative.

5. Personal Interests

An employee must not in his or her official or personal capacity:

- a. Allow his or her personal interests to conflict with the requirements and interests of the OPCC.
- b. Use his or her position improperly to confer an advantage or disadvantage on any person.

5.1. Registration of Interests

An employee must comply with the requirements of the OPCC:

- a. to register or declare interests (something which could influence the individual in the carrying out of their role or where it could be perceived by a reasonable person that personal involvement could have a bearing on the outcome of an issue in which the individual or family member or acquaintance are affected); and
- b. to declare hospitality, benefits or gifts received as a consequence of his or her employment regardless of value or perceived value and whether or not the hospitality / gift was accepted
- c. Declarations must be made in accordance with the OPCC Staff Declarations Policy. Details will be held on the individual's personal file and, in the case of gifts and hospitality, held collectively in a composite record.

6. Appointment and Employment Matters

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 him / her.

7. Compliance with Mandatory Policies and Security Assurance

All employees are required to comply with all mandatory policies and procedures as directed by the Office of the Police and Crime Commissioner. This includes but is not limited to policies related to workplace conduct, safety, data protection and protocols relating to information, physical and cyber security.

8. Whistleblowing procedures

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 employees' rights under the Public Interest Disclosure Act 1998, and / or with the OPCC's whistleblowing procedure or any other procedure designed for this purpose.

An employee must not treat another employee of the OPCC less favourably than other employees by reason that the other employee has done, intends to, or is suspected of reporting an employee through whistleblowing procedures.

9. Complaints

Any complaint that an employee may have breached this Code of Conduct shall be made to the Chief Executive of the OPCC 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.

Data Protection and information management

Please refer to the Wiltshire OPCC Privacy notice [here](#)

Please find the Wiltshire OPCC “Making Protected Disclosures” policy [here](#) . Please note, as from 25 May 2018 the legislation relating to processing personal information changed. Personal data is now governed by UK General Data Protection Regulations (UKGDPR) and the Data Protection Act 2018.

Where OPCC staff are undertaking work with personal data, they must:

- comply with the principles of the Data Protection Act 2018.
- have policies and procedures in place that secure against the inappropriate loss or destruction of personal information supplied via the grant application and/or grant agreement, including a secure means of transferring information in and out of organisations
- Ensure data is disposed of as prescribed within the Data Protection Act.
- Please refer to the Data Protection Policy for further guidance on how to handle personal data.

Policy Management

The effectiveness of this policy will be reviewed every year and/or following changes to legislation and government guidance.

Following changes in legislation and government guidance all staff working for the OPCC should be sign posted to the updated information by line managers.