

***Adopted November 2023*****1 Statement**

To ensure orderly operations and provide the best possible work environment, Newdigate Parish Council expects employees to follow rules of conduct that will protect the interests and safety of all employees as well as the Council. All full-time and part-time employees are covered under this policy.

**2 Policy**

While not an exhaustive list, the following behaviours will not be tolerated:-

- Insubordination or neglect of working responsibilities
- Theft, inappropriate removal or destruction of property belonging to the Council or its employees
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized weapons, or materials such as explosives or firearms, in the workplace
- Unauthorized use of any Council owned communication system, or other Council equipment
- Unauthorised disclosure of Council confidential information
- Dishonesty
- Excessive absences and tardiness

While Newdigate Council does not wish to regulate the behaviour of its employees outside of working time, the Council has the right to expect them to conduct themselves appropriately while attending Council activities and/or representing the Council in public or private meetings and functions.

Violation of the above rules of conduct, or such other conduct that may be deemed inappropriate or unprofessional by a reasonable person, may result in disciplinary action, up to and including termination of employment.