



Kingsclere Parish Council

Employee Code of Conduct

Reviewed at PPP 18th September 2025 Approved at OM 29th September 2025

Kingsclere Parish Council (KPC) expects its employees (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Council and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Council in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Council.

The duties of an employee are embodied in Common Law and built on by Statute.

Under Common Law the duties of an employee are as follows:

- to be ready and willing to work;
- to offer their services personally: for example, they must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Council's property;
- to not willfully disrupt the Council's business;
- to obey reasonable instructions as to the time, place, nature and method of service;
- to work only for the Council in the Council's time;
- to disclose information to the Council relevant to the Council's business: for example, that they might know or discover;
- to hold solely for the Council the benefit of any invention relevant to the business on which the Council is engaged;
- to respect the Council's trade secrets;
- in general, to be of good faith and do nothing to destroy the Council and confidence necessary for employment;
- to account for all benefits – monetary or in kind - received in the course of employment;
- to not give or receive bribes or otherwise act corruptly
- to indemnify the employer for loss caused by the employee.
- to behave professionally and courteously at all times

United Kingdom Statute places further responsibilities on individual employees in regard to their own behaviour and their behaviour towards other employees.