



Human Resources	
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Part	2
Section	
Title	Employee Code of Conduct

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Roles, Responsibilities and Review

The **Human Resources Manager** is responsible for ensuring this Order is implemented across the Brigade.

The **HR Officers** will be responsible for the day to day operation of the Order.

The **HR Officers** will review this Order as and when organisational changes take place.

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Part 1 – Employee Code of Conduct

Purpose

The Employee Code of Conduct defines the minimum standards of conduct that every employee is expected to observe when carrying out their duties, and runs alongside all of the Service's Brigade Orders. The Code of Conduct is supported by the Core Values and Ground Rules adopted by Shropshire Fire and Rescue Service.

Strategic Aims

This Order supports:

- **Strategic Aim 4** – To deliver an effective Fire and Rescue Service which provides value for money for our community now and into the future.

Employee Code of Conduct

1. Honesty, Integrity, Impartiality and Objectivity

An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

2. Accountability

An employee must be accountable to the Fire Authority for his/her actions.

3. Respect for Others

An employee must:

- a. Treat others with dignity and respect
- b. Not discriminate against any person, and
- c. Treat Members and co-opted Members of the Fire Authority professionally.

4. Core Values

Service to the Community

We value service to the community by:

- a. Working with all groups to reduce risk
- b. Being answerable to those we serve
- c. Striving for excellence in all we do

People

We value all of our employees by practicing and promoting:

- a. Fairness and respect
- b. Recognition of merit
- c. Honesty, integrity and mutual trust
- d. Personal development
- e. Co-operative and inclusive working

Diversity

We value diversity in the Service and the community by:

- a. Treating everyone fairly and with respect
- b. Providing varying solutions for different needs and expectations
- c. Promoting and supporting equal opportunities in employment and progression within the Service
- d. Challenging prejudice and discrimination

Improvement

We value improvement at all levels of the Service by:

- a. Accepting responsibility for our performance
- b. Being open-minded
- c. Considering criticism thoughtfully
- d. Learning from our experience
- e. Consulting Others

Shropshire Fire and Rescue Service expects employees to uphold its core values.

5. Stewardship

An employee must:

- a. Use any public funds entrusted to, or handled by, him/her in a responsible and lawful manner, and
- b. Not make personal use of property or facilities of the Fire Authority unless properly authorised to do so.

6. Personal Interests

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

- a. Allow his/her personal interests to conflict with the Fire Authority's requirements, or
- b. Use his/her position improperly to confer an advantage or disadvantage on any person.

7. Registration of Interests

An employee must comply with any requirements of the Fire Authority:

- a. To register or declare interests, and
- b. To declare hospitality, benefits or gifts received as a consequence of his/her employment.

8. Reporting Procedures

An employee must not treat another employee of the Fire Authority less favourably than other employees by reason of that which the employee has done, intends to do, or is suspected of doing under, or by reference to, any procedures that the Fire Authority has for reporting misconduct.

This means that where a particular colleague acts, or intends to act, in accordance with Fire Authority policies or procedures in relation to reporting misconduct, they must not be treated less favourably.

9. Openness

An employee must:

- a. Not disclose information given to him/her in confidence by anyone, or information acquired, which he/she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he/she is required by law to do so, and
- b. Not prevent another person from gaining access to information to which that person is entitled by law
- c. Not discuss sensitive or other information that could be overheard in a public place that might be damaging to the reputation of the Service or upsetting for those who may hear it.

10. Appointment of Staff

- 1) An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend.
- 2) In this paragraph:
 - a) “relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, cousin, nephew, niece, or the spouse or partner of any of the preceding persons, and
 - b) “partner” in sub-paragraph (a) above means a member of a couple who live together.
 - c) “friend” means a person whom one knows, likes, trusts, a supporter, an acquaintance, or an associate who provides assistance.

11. Duty of Trust

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

12. Related Policies and Brigade Orders

This Code of Conduct overarches all policies and procedures as detailed in this Service’s Brigade Orders. Other documents of particular relevance to the Code of Conduct are:

- a) Brigade Order Administration 1 Part 5 Gifts and Hospitality
- b) The Protocol on Member–Officer Relations, available from the Corporate Support Manager