

## LGOIMA RESPONSE OIR-25-069

Regarding your LGOIMA request dated 25 June 2025. The information you have requested is below.

### **CODE OF CONDUCT**

Our 'house rules' have been developed to ensure that all staff are clear about what actions or activities are unacceptable in this workforce. For the vast majority of you, they will never be an issue. However, it is important that everyone is aware of what is unacceptable.

The specific examples given are indicative of the sort of actions or activities that are unacceptable. Please note that this is not an exhaustive list.

### **Implied conditions of employment**

The following are implied legal obligations that apply to all employees and employers:

An employer's obligations include:

- acting as a good employer in all dealings with employees.
- treating employees and any representatives of the employee in good faith and with respect.
- recognising and rewarding employees on their performance, achievement and contribution to the council.
- assisting employees to recognise their full potential.
- taking all practical steps to ensure the workplace is a safe one.

An employee's obligations include:

- performing work duties with all reasonable skill and diligence to meet required standards.
- dealing with the employer in good faith and with respect.
- maintaining a high level of professional and personal integrity.
- carrying out all lawful and reasonable requests of the council.
- taking all reasonable steps to ensure the health and safety of other employees.
- reporting any incident or accident that happens to them in the course of their work.

It is important to note that in all events, an investigation will be held and the rule of 'natural justice' will be applied to each situation. Specifically, staff will not have action taken against them until their explanation has been heard. However, there may be occasions where the employee is sent home, on pay, until the issue is resolved. This action does not indicate guilt but removes the employee from the workplace thereby avoiding unnecessary difficulties or embarrassment while an investigation is held.