

# Code of Conduct

The Code of Conduct set out below is designed to cover the main areas of the required standards of behaviour and performance of staff employed by the Criminal Justice Authority. The code includes the CJA's Rules, which all employees are required to comply with, and examples of misconduct that the Company normally regards as Gross Misconduct. A breach of the CJA Rules will render an employee liable to disciplinary action in accordance with the Disciplinary Procedure. An instance of Gross Misconduct will render an employee liable to dismissal without notice.

The CJA's rules and the examples of misconduct are not exhaustive. Employees are under a duty to comply with the standards of behaviour and performance required by the CJA, and to behave in a reasonable manner, at all times.

Any equipment provided to you will remain the property of the CJA, which must not be taken from the CJA's premises unless for use on authorised CJA business.

## COMPANY RULES

- Employees are required to comply with the rules relating to notification of absence, which are set out in the Company's Absence Policy and Procedure.
- Employees may be required to work additional hours at short notice, as the needs of the business require.
- The Company reserves the right not to pay employees in respect of working time lost because of poor timekeeping. Persistent poor timekeeping will result in disciplinary action.
- Employees are solely responsible for their own time recording on commencing and finishing work. Any errors or omissions must be cleared with management, by the employee concerned, who will then authorise or endorse any amendment.
- Employees are required to maintain satisfactory standards of performance at work, a high level of quality, accuracy and diligence.
- Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Company's business, and that of the Company's customers. Except in circumstances in which they are required to disclose information by law or in the course of the performance of their duties with the Company.
- Any suspicion or accusation of a breach of trust will be thoroughly investigated.
- All employees are required to report immediately any knowledge of any criminal or intended criminal activity against the Company, customers of the Company or staff of the Company. All information will be treated in the strictest confidence although the Company reserves the right to report such information to any relevant authority.

## LOTHIAN & BORDERS COMMUNITY JUSTICE AUTHORITY

- Any queries received from the media must be passed immediately to the Chief Officer and/or Convener. Employees must not attempt to deal with queries themselves.
- Employees are required to seek permission from the Chief Officer prior to taking on any other employment while employed by the CJA to ensure there are no conflicting demands.
- Employees may be required from time to time to undertake duties out with their normal job remit and may be required from time to time to work at locations other than their normal place of work.
- Employees are required to take all necessary steps required to safeguard the CJA's public image and preserve positive relationships with its Customers.
- Employees are required to comply with Policies and Procedures.
- Employees are required to gain an understanding of health and safety procedures, observe them, and ensure that safety equipment and clothing is always used.
- All accidents, however small, must be reported as soon as possible and an entry made in the CJA's Accident Book.
- Employees are required to comply with all reasonable management instructions.
- Employees are not permitted to make use of the CJA's or its Customers' telephone, fax, or postal facilities and services without management permission.
- Employees are solely responsible for the safety of their personal possessions while in the CJA's premises, employees must ensure that their possessions are at all times kept in a safe place.
- Smoking is not permitted on the premises

### **CHANGES IN PERSONAL DETAILS**

You must notify Scottish Borders Council HR of any change in personal details, including change of name, address, telephone number or next of kin. This will ensure we maintain accurate personal details and that we are able to contact you or another designated person in case of an emergency.

### **MISCONDUCT:**

Set out below are examples of behaviour that the CJA treats as Misconduct. Such behaviour will render employees liable to be disciplined. Employees should note that this list is not exhaustive.

The following are examples of misconduct:

- Bad Time Keeping

## LOTHIAN & BORDERS COMMUNITY JUSTICE AUTHORITY

- Unauthorised absence
- Minor damage to Company property
- Minor breach of Company rules
- Failure to observe Company procedures

### **GROSS MISCONDUCT**

Set out below are examples of behaviour that the Company treats as Gross Misconduct. Such behaviour will render employees liable to dismissal without notice. Employees should note that this list is not exhaustive.

- Theft, dishonesty or fraud.
- Assault, acts of violence or aggression.
- Unacceptable use of obscene or abusive language.
- Possession or use of non-prescribed drugs or alcohol during working hours, or on CJA's premises.
- Wilful damage to the CJA's, other employee's, or customer's property.
- Falsification of records or other CJA documents, including those relating to obtaining employment.
- Sexual or Racial harassment or Disability Discrimination.
- Refusal to carry out reasonable Management instructions.
- Breach of the Health and Safety policies and procedures.
- Accepting gifts from outside organisations that have not been approved by management.
- Breach of confidentiality, including the unauthorised disclosure of Company business to the media or any other party.
- Unauthorised access to or use of computer data.

**INCAPABILITY:**

The following are examples of incapability:

- Poor Performance
- Incompetence
- Unsuitability
- Lack of application

These examples are not exhaustive and instances of a similar nature will be dealt with under the disciplinary procedure.