

Code of Practice:
Standards in Public Service

Executive Summary

The States Employment Board are issuing this Code of Practice to all employees of the Board, being in public service of the States of Jersey.

Public Servants are those engaged on behalf of the States Employment Board including employees, agency and interim workers, directly contracted consultants (individuals) and office holders engaged directly on behalf of the States Employment Board.

The objectives of this Code of Practice are to:

- (i) Enshrine a consistent and clear expectation of all Public Servants to conduct themselves in a manner that enhances and builds trust in public services.
- (ii) Provide a strategic document for standards to be applicable throughout the policy frameworks of all organisations for whom Public Servants work.
- (iii) Define a minimum standard for all public servants' conduct.
- (iv) Place a duty on each and every Public Servant.

These standards supersede any reference to the Code of Conduct in all Codes of Practice and policies.

The Standard comprise of:

Part One: Values of Public Services (applicable to those within the Government of Jersey)

Part Two: Standards in Public Service

Part Three: Duty to Disclose and Report

Part Four: Accountabilities

The strength of the public service lies in the extent to which it earns and holds the respect of the States Assembly and Islanders. That respect comes from the confidence which our community has in the standards by which Public Servants hold ourselves to.

Islanders are entitled to the high expectations they have of us as Public Servants. They expect that we are accountable our own conduct as defined by these standards. The standards set out within this Code set a high bar how each of us conduct ourselves as public servants.

The Code of Practice confirms the expectations of the States Employment Board of Public Servants.

These standards aim to help you:

- 1. make informed decisions
- 2. promote standards and ethical behaviour in public service
- 3. be clear about the absolute standards to which you are held

These standards should be read in conjunction with any professional code that also applies to a group of employees, appointees or office holders. Where a professional standard or code is applicable through legislation or regulations, they shall have precedence over this Code of Practice.

Part One: Values of Public Services

Our Values (applicable to those within the Government of Jersey)

The [values and behaviours](#) of the Government of Jersey were designed by our people, they shape our culture and drive our behaviour. Our values are more than words, they are demonstrated in everything we do.



Part Two: Standards in Public Service

Governance

Public servants should act within the law, regulations and policies to ensure decision-making and actions are taken in the public interest. They must not act for the personal gain for themselves, families or friends either financially or through other benefits.

Loyalty

Public servants should put the interest of the Island and Islanders first and foremost.

Integrity

Public servants should not place themselves under any obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties, direct how they conduct themselves or provide a higher order of loyalty.

Objectivity

Public servants must provide sound, objective advice based on evidence and research. This must be done without political objective or motive.

Probity

Public servants should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands. They have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Accountability

Public servants are accountable for their decisions and actions to the public and must submit themselves to appropriate oversight through management, audit and Scrutiny as appropriate. They must be clear about their personal accountabilities and responsibilities in discharging their duties.

Respect

Public servants must promote respect within their organisation, including standards of conduct within the workplace, promotion of equality and fairness in employment and decision-making.

Ethics

Public servants should act to promote good ethical decision-making and effective decisions through demonstrating trust, responsibility, fairness and caring; in line with good citizenship. Decisions must be objective and seek to demonstrate advancement and a contribution to the objectives of our organisations.

Part Three: Duty to Disclose and Report

Through this Code of Practice, public servants are placed under a duty to report concerns and evidence for the following concerns within their organisation:

- Safeguarding of a child or young adult
- Safeguarding of a vulnerable adult
- Unlawful conduct
- Health and safety
- Professional misconduct (for regulated professions)
- Fraud or corruption
- Anti-competitive practices
- Conflicts of interest or potential conflicts of interest
- Outside interests of material importance to confidence in the integrity of your work
- Discrimination
- Compliance with Codes of Practice and the Public Finance Manual

Each organisation within the public service must publish and promote how each of these concerns should be reported and who is the Accountable Officer for addressing the concerns.

Part Four: Accountabilities

States Employment Board

Set the Standards in Public Service through this Code of Practice. They monitor the application of the Code through regular reports from the Head of Public Service, the Comptroller and Audit General, and Internal Audit and the Jersey Appointments Commission.

Head of Public Service

The Head of Public Service is accountable for ensuring the operational delivery of the Code of Practice across the public service. This includes ensuring appropriate and regular communications, appropriate training and development, incorporation into performance management systems and assurance mechanisms.

Accountable Officers (Public Service)

The Accountable Officer for each public service organisation is accountable to the Head of Public Service for the operational adoption and delivery of this Code of Practice.

Accountable Officers (Professional Leads)

Accountable Officers as defined by their regulating authority are responsible for ensuring their professional codes and this Code of Practice align, including discharging their responsibilities to their profession to ensure this is part of professional development requirements.

Line Managers

Line Managers are responsible for ensuring all employees are aware of the Code of Practice and the context for the role of the employee, the completion in a timely manner of all mandatory training related to this Code of Practice, and taking action to improve standards in public life.

Employees (including agency and interim workers)

Are responsible for ensuring they undertake all mandatory training in relation to this Code of Practice and the guidance specific to the organisation within which they operate. Employees are accountable to their Line Manager for their individual actions and behaviours in line with each organisation's policy for conduct within the workplace. This Code extends to activity outside of the workplace where such activities may bring the employer into disrupt, create a potential or actual conflict of interest or exceed the reasonable expectations of good conduct of public servants.

Consultants and Individual Contractors

Consultants and those engaged as individual contractors are responsible for working within the Code of Practice when operating under a contract for the States Employment Board.