



**States of Jersey  
Human Resources  
Department**

# **Code of Conduct**

## INTRODUCTION

The Island community is entitled to expect the highest standards of conduct from all employees who work for the States of Jersey. This Code has, therefore, been produced for all employees and provides guidance on how they should behave in their day-to-day work. The intention is to maintain and improve standards and protect employees from misunderstanding and criticism. It should be read in conjunction with any professional code that also applies to particular groups of States' employees.

Clearly, no Code of Conduct can be expected to set out the correct behaviour in every type of situation that might arise. Nor should it be expected to do so. In the last analysis, the States of Jersey depends upon all its employees making a judgement on what is correct in any particular situation.

In seeking to do this, an employee should ask her/himself -

- Is the action that I intend to take legal, and does it comply with States' policies and approved practices?
- Does the action "feel" right and could it be justified to those outside the States?
- Would the life, health and/or safety of someone be endangered by my action?
- Could I be compromised in my dealings with others as a result of my intended action?

Uncertainty about what is the correct ethical approach can arise in many aspects of work. Guidance has been provided on some of the more difficult areas below. Whilst the States of Jersey would normally expect its employees to be able to determine the correct approach in most situations, it is recognised that, on occasion, it would be appropriate to seek the advice of a manager.

## GUIDING PRINCIPLES OF CONDUCT

In order to ensure that the Island community has confidence in all those who are employed by the States of Jersey, you should ensure that you carry out your duties in accordance with the following principles:-

**Selflessness:** You must take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.

**Integrity:** You must not place yourself under any financial or other obligation that would influence you in the performance of your official duties.

**Objectivity:** In carrying out your duties, including appointing people to posts within the States of Jersey, awarding contracts or recommending individuals for rewards and benefits, you must make those choices on the basis of competency to do the job.

**Accountability:** You are accountable for your decisions and actions and must submit yourself to whatever scrutiny is appropriate to your level of responsibility.

**Honesty:** You must declare to your manager any private interests that relate to your duties and take action to resolve any conflicts arising in a way that protects the public interest.

**Confidentiality:** You must maintain confidentiality in respect of the information that you obtain as a result of your duties and only divulge it in accordance with States policy.

## CONDUCT TOWARDS COLLEAGUES

In addition to the above, you must also apply the following rules of conduct in the way that you treat your colleagues at work -

**Discrimination:** In all aspects of employment, such as recruitment, reward, training, promotion, transfer and termination, you must treat individuals solely according to their ability to meet job requirements, without regard to factors such as race, religion, colour, ethnic or national origin, sexuality, age, disability, gender or marital status. (A copy of the States of Jersey's Equality and Diversity Policy is available on the States' Intranet site maintained by the States Human Resources Department.)

**Attitudes and Behaviour:** Everyone has a right to be treated with respect. For example, harassment of any kind, such as racial or sexual harassment, or bullying is totally unacceptable and all incidents must be reported immediately to your manager or your human resources officer.

**Safe Working Practices:** The States of Jersey, as an employer, is committed to ensuring the health, safety and well-being of all its employees. You must, therefore, adopt safe working practices in all your duties in order to safeguard yourself, your colleagues, customers and suppliers and all others working at or visiting States of Jersey properties.

## WORK STANDARDS

You and all other States' employees are expected to give of your best, in order to provide the highest possible standard of service to the public. This includes treating members of the public with due courtesy and ensuring that public funds and all other resources that are entrusted to you are used appropriately and to the best advantage of the service, always ensuring value for money. You are also expected to use corporate resources such as office equipment, technology, stationery and supplies in a responsible and ethical manner.

## **WORKING WITHIN THE LAW**

The States of Jersey is responsible for initiating and applying a framework of laws and regulations. It is therefore expected that you should always act lawfully. Criminal behaviour at, or even away from work, may result in a loss of public confidence in the integrity of the States.

## **CONFIDENTIALITY AND USE OF OFFICIAL INFORMATION**

Under States policies, certain types of information must be made available to States members, the news media and to the public. You should, therefore, be aware of any policies on the release of information within your own Department and ensure that you act accordingly.

In addition, you must not use any information obtained in the course of your employment for personal gain or benefit: similarly, neither should you pass it on to others who might use it in such a way.

## **CONFLICT OF INTERESTS**

A conflict of interest arises where you might be influenced in your duties by considerations of gain or benefit for yourself, members of your family or friends or by taking a decision from which you will gain personally. On all such occasions, you must draw the potential conflict to your manager's attention in order that a decision may be taken on how to proceed.

Some posts, such as those involving the purchasing of goods or services from others, are particularly sensitive. Orders and contracts must be awarded on merit and no favouritism should be shown to businesses run by, for example, friends, partners or relatives. All such relationships must be reported to your manager. (A copy of the Ethical Code on Purchasing is available on the States' Intranet site maintained by the States Human Resources Department.)

## **OTHER EMPLOYMENT**

Care must be taken in taking up any other employment or business that might give rise to a conflict of interest or reduce your ability to carry out your duties fully and effectively.

In certain pay groups such as civil servants, paramedics, Educational, Technical, Secretarial and Support Staff, Airport Rescue and Fire Fighting Service, Police, States of Jersey Fire Service, Prison Officers, it is necessary to seek agreement from your manager in advance of taking up any additional employment.

It is important to note that where you do work for another employer on no account should such work be undertaken during your States' working hours, neither should any office resources be used for these purposes.

## **BEQUESTS**

It is acknowledged that money or some other item may be left to a States of Jersey employee in a will as appreciation for services rendered to the deceased as part of their job. In such circumstances, you must notify your manager of any bequest made to you, or the possibility of any such bequest, immediately.

Where an indication is made that you might expect to receive some gift under a person's will you should encourage that person to take proper and independent legal advice in the preparation of their will. It would reflect badly on the States if, at a later time, claims were made by relatives or others, that undue influence had been placed on the deceased to make the gift. If proved true this would be considered to be a serious disciplinary matter.

## REPORTING OF KNOWN WRONG DOING OR MALPRACTICE

States of Jersey employees are positively encouraged to raise any concerns about fraud, corruption or malpractice associated with States activities. They can do this in the knowledge **that such concerns will be treated in strictest confidence and will be properly and fully investigated.** Any instances must be reported to one of the following:

- Your line manager or any other senior manager, including your Chief Officer
- Departmental human resources manager
- States Human Resources Department (Tel 603001)
- The Audit & Risk Management Division (Tel 603901)

Whilst it is acknowledged that it might be difficult to report suspicions about a colleague, it is incumbent on all staff to report concerns without delay. Wherever possible all instances reported will be treated in the strictest confidence. The States of Jersey will take every reasonable measure to ensure that no reprisals are taken against any individual reporting a suspicion. No one will be penalised for making an allegation that is subsequently proved to be groundless, where the allegation has been made in good faith. The States of Jersey will not, however, tolerate individuals making malicious allegations and disciplinary procedures will be instigated against such employees.

## PERSONAL EXPENSES

Sums claimed as expenses must have been reasonably incurred in the pursuit of work for the States of Jersey and should equate only to the extent to which you personally are out of pocket. All personal expenses should be declared and processed using the guidelines stated in Code of Direction number 13 on Travel and Subsistence. (A copy of this Code of Direction is available on the States' Intranet site maintained by the States Treasury.) Officers should also comply with any policies issued by their own Department. In brief you:

### Must not

- claim for unnecessary or extravagant amounts such as:
  - ordering an expensive meal.
  - paying for others, unless this has the approval of your Chief Officer / line manager.
- claim for services you have not received.

### Must

- produce receipts to support your expenses claims.

### May

- make supplements to your claimable expenses by using your personal funds.

**Remember you are spending the taxpayer's money. If in doubt about an item of expenditure you should seek advice.**

## **GIFTS AND HOSPITALITY**

### **Gifts**

As a general principle it is unacceptable for an employee to accept a valuable gift or money for personal reward. On all occasions, prior to accepting a gift or money, an officer should seek advice and approval from her/his Head of Department. Gifts such as flowers, chocolates, etc., can be kept, especially if refusal would lead to upset or offence on the part of the giver. Calendars, diaries and similar items of token value which may sometimes be given to employees at Christmas or after a visit to an organisation can be accepted.

In all cases a test of reasonableness should be applied and the officer should ask him/herself the following questions :

- Why is the gift being made?
- What are the background circumstances?
- Has the donor felt obliged to make the gift?
- Does the donor expect anything in return?
- Are there any implications for the States of Jersey or myself if I accept or decline?
- Would I be prepared to justify acceptance to the public?

### **Hospitality**

Occasionally entertainment is a normal part of the courtesies of public life and extreme strictness can give unnecessary offence to people and organisations with whom the States of Jersey's relationships are important. Working meals which can be reciprocated by States employees are normally acceptable provided no extravagance is involved.

An invitation to a social event associated with business or to a general celebration would also normally be acceptable, again provided no extravagance is involved.

Offers of holidays, hotel accommodation, free travel or meals, other than working meals, should not be accepted. In addition, free travel and accommodation offered in association with work should always be approved by your line manager and entered into the Hospitality Register referred to below.

Some employees, particularly those involved in the awarding of contracts or placing orders for goods and services, should take particular care if accepting hospitality from a contractor during a tendering period. Care should also be taken not to accept hospitality from one company on a frequent basis.

Employees are expected to exercise judgment when offers of hospitality are made. The key message is that extravagance is unacceptable. If you are in doubt as to whether to accept an invitation, you should seek the advice of your line manager or your departmental human resources manager.

### **Gifts and Hospitality Register**

A gifts and hospitality register should be maintained by Departments in which entries will be made of gifts and hospitality received by departmental officers which have been approved by the Head of Department. It will not be necessary to record gifts of token value (e.g., diaries, flowers, etc.) or normal working lunches for example. The registers will be subject to review by internal audit.

## **COMPUTER MISUSE**

As part of your job with the States of Jersey, you may be required to use a computer or at least handle information which is derived from a computer system. Whilst computers provide significant benefits for the efficient handling and distribution of information, nevertheless, there are also special risks and, therefore, employees have a particular responsibility to act with care and discretion.

The States of Jersey has issued an "Information Security Personal Handbook" and if you use a computer you should ensure that you obtain a copy and always act in conformity with the policies set out in that Handbook and also any departmental policies.

## **CONCLUSION**

All of the issues that have been highlighted above are of importance in helping to maintain the trust and confidence of the Island's community in the integrity of the States of Jersey. Each employee is, therefore, requested to ensure that they behave in accordance with this Code during the course of their employment with the States of Jersey.

