

SCOTTISH POLICE SERVICES AUTHORITY

March 2007

STAFF CODE OF CONDUCT

SPSA0005

Staff Code of Conduct

Change Log

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1.0 INTRODUCTION

- 1.1 This policy sets out the Code of Conduct for staff employed by the Scottish Police Services Authority (SPSA).

2.0 PURPOSE

- 2.1 The purpose of this policy is to ensure that staff are clear about the standard of conduct required, their duties and obligations and penalties that may incur if conduct rules are breached. The policy also details the procedures for staff to raise concerns about improper conduct.

3.0 SCOPE

- 3.1 This policy applies to employees of the Scottish Police Services Authority.

4.0 EQUAL OPPORTUNITIES

- 4.1 SPSA is committed to equality of opportunity and compliance with all relevant legislation including equal opportunities and to operate this policy without discrimination on the grounds of gender, sexual orientation, race, age, disability or religion.

5.0 RESPONSIBILITY

- 5.1 The responsibility for this policy lies with the Chief Executive but all staff should be aware of its contents and the need to act in accordance with the principles of the policy.

6.0 STAFF CONDUCT

- 6.1 Staff of SPSA should conduct themselves with integrity, impartiality and honesty. They should not deceive or knowingly mislead the SPSA Board, the sponsor department, Ministers, Parliament, partners, stakeholders or the public. It is vital that staff exercise care in their day to day corporate activities to ensure that they do nothing that could be reasonably regarded as taking a political stance.

7.0 CONFLICTS OF INTEREST

- 7.1 Staff should abide by the rules in relation to private interest and possible conflict with public duty, disclosure of information and political activities. Staff should not misuse their official position or information acquired during their duties to further advance their private interests or those of others. All staff, including the Chief Executive and Convener and staff working on contracts should ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them.

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8.0 INTEGRITY

- 8.1 Staff should not use their official position to receive, agree to accept or attempt to obtain any payment or other consideration for doing, or not doing, anything or showing favour or disfavour, to any person. They should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement and integrity. Under the Prevention of Corruption Act 1916, employees of public bodies may be required to prove that the receipt of payment or other consideration from someone seeking to obtain a contract is not corrupt.

9.0 RELATIONS WITH THE PUBLIC

- 9.1 Staff should deal with the public sympathetically, efficiently, promptly and without bias or maladministration, and should offer the highest standards of conduct and service.

10.0 USE OF RESOURCES

- 10.1 Staff should endeavour to ensure the proper, economical, effective and efficient use of public finances and to seek best value from resources.

11.0 CONFIDENTIALITY

- 11.1 Staff should comply with a general duty of confidentiality to their employer under common law. They are therefore required to protect official information held in confidence. The Official Secrets Acts, 1911 and 1989, apply to employees of the SPSA, whether or not Declarations under the Acts have actually been signed by the individuals concerned.

12.0 DATA PROTECTION

- 12.1 Staff should be aware of their obligations under the Data Protection Act (1998) and Freedom of Information (Scotland) Act 2002. The SPSA has policies relating to both these Acts and staff should make themselves aware of the content of these policies.

13.0 CONCERNS ABOUT IMPROPER CONDUCT

- 13.1 If staff feel that they are being required to act in a way which is:

- Illegal, improper or unethical;
- In breach of professional code;
- May involve maladministration, fraud or misuse of public funds;
- Criminal or unlawful;
- Discriminatory;

or if staff believe there is evidence of any of the above improper behaviour by others, they should either raise the matter through management or alternatively report the matter to 'Safecall', 0870 2410762 the confidential reporting service for SPSA staff.

- 13.2 Staff should be aware of the provisions of the Public Interest Disclosure Act 1998 which protects individuals who make certain disclosures of information in the public interest.

14.0 LEAVING EMPLOYMENT

- 14.1 Staff should continue to observe their duty of confidentiality (as set out in paragraph 11.1) after they have left the employment of the SPSA.

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