



Appendix 2

Draft Revised Code of Conduct for Employees (shown with tracked changes from current published document)

CODE OF CONDUCT FOR EMPLOYEES

This document details the policy of Cambridgeshire and Peterborough Fire Authority (the Authority) as implemented by Cambridgeshire Fire and Rescue Service (CFRS). It replaces all previous policy documents, Service Management and Administration Orders and forms relating to this subject. Its content is based on legislation, nationally and locally agreed terms and conditions and good practice and shall be subject to periodic review.

If you have any queries about the Authority's policy, please contact your line manager in the first instance. If your manager requires further guidance please contact the [People Partner Team. Human Resources Group.](#)

Version History

Version	Date	Comments
V1	07/02/2018	Transfer of policy (DMS #11512) to new policy template. Minor changes to update names and references to other relevant policies contained within. No changes to substance of policy.
V2	19/10/2021	Updated terminology and to clarify explicit link to NFCC Core Code of Ethics and other relevant corporate documents.

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2. POLICY STATEMENT

Cambridgeshire and Peterborough Fire Authority (the Authority) provides a public service and all employees have a responsibility to behave in a way that recognises [the trust and confidence that the public places in us, and which puts the interests of the public, the community and service users first. that the public pays for the services we provide.](#)

The Authority expects its employees, in their capacity as public servants, to [at all times:](#)

- give the highest possible standard of service to the public
- behave in a highly professional and appropriate manner

Current legislation provides a statutory framework to govern the conduct of employees of relevant authorities in England and sets out [general core](#) principles of conduct [and behaviour](#).

This code provides guidance to all employees about their conduct at work by defining the minimum standards of conduct [and behaviour](#) expected of them. [It is further supported by additional corporate documents such as the Service Values and the One Team Behaviours.](#)

Failure to comply with this code of conduct will be dealt with under the Service's disciplinary procedure and could ultimately lead to dismissal.

3. SCOPE

This policy applies to all employees within the Service.

4. KEY POINTS [PRINCIPLES](#)

The [key](#) principles covered by this code are [those set out in the National Fire Chiefs Council's Core Code of Ethics for the Fire and Rescue Service, namely:](#)

[Putting our communities first](#)

- [We put the interests of the public, the community and service users first.](#)

Integrity

- We act with integrity including being open, honest and consistent in everything that we do.

Dignity and Respect

- We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.

Leadership

- We are all positive role models, always demonstrating flexible and resilient leadership.
- We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, diversity and inclusion

- We continually recognise and promote the value of EDI, both within the FRS and the wider communities in which we serve.
- We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

The principles of the NFCC Core Code of Ethics are themselves based upon the Seven Principles of Public Life (sometimes known as the Nolan Principles).

It is important to acknowledge that no code can be all-embracing, and all staff must honour the spirit as well as the letter of the Code of Conduct and the NFCC Core Code of Ethics upon which it is based.

- ~~Honesty, Integrity, Impartiality, Objectivity~~
- ~~Accountability~~
- ~~Respect of others~~
- ~~Stewardship~~
- ~~Personal interests~~
- ~~Registration of interests~~
- ~~Reporting procedures~~
- ~~Openness~~
- ~~Appointment of staff~~
- ~~Duty of trust~~

6. RESPONSIBILITIES

The Authority will:

- value its employees and the contribution they make to the Service
- conduct its business in an open, transparent, equitable and inclusive manner

- ensure that all employees have access to information relating to this code of conduct

The Monitoring Officer will:

- maintain a register of employees' business interests
- maintain a register of gifts and hospitality offered to and/or accepted by employees
- advise employees in respect of relationships of a business or personal nature which may conflict with the interests of the Fire Authority

Line Managers will must:

- ensure that all employees are made aware of this code of conduct and associated corporate documents
- actively promote a culture within the workplace that
 - ✓ encourages reporting of breaches of this code through appropriate channels
 - ✓ supports employees who, in good faith, raise issues of concern related to this code

People Partner Team Human Resources Group will:

- support managers to proactively lead their teams to adhere positively to the principles of this code of conduct
- where necessary, advise line-managers on procedures for dealing with breaches of the code (See Discipline Policy & Procedure, Discipline Toolkit)

~~Employees must not:~~

- ~~• make personal use of the Authority's property, name or facilities unless properly authorised to do so~~
- ~~• allow personal interests to conflict with the Authority's requirements~~
- ~~• use their position improperly to confer an advantage or disadvantage~~
- ~~• disclose information given to them in confidence~~
- ~~• prevent anyone from gaining access to information to which they are entitled by law~~
- ~~• discuss sensitive or other information that could be overheard in public which may be damaging to the reputation of the Authority or upsetting for those who may hear it~~
- ~~• be involved in a decision relating to the appointment, temporary appointment, promotion, pay or conditions or discipline of another employee or prospective employee who is a partner, relative or friend~~

Employees must:

- perform their duties with honesty, integrity, impartiality and objectivity

- act in the best interests of service users and the community
- be accountable to the Fire Authority for their actions
- treat colleagues, [members of the Fire Authority](#) and the public [professionally, and](#) with dignity and respect (~~See Equality and Inclusion policy and guidance~~)
- ~~treat members of the Fire Authority professionally (See professional behaviour policy)~~
- use the Authority's resources, including time, property, uniforms and equipment honestly, responsibly and efficiently to ensure value for money for the public
- use public funds entrusted to or handled by them in a responsible and lawful manner
- declare, in writing to the Monitoring Officer, relationships of a business or personal nature which may conflict with the interests of the Fire Authority e.g. with contractors or potential contractors
- seek advice from the Monitoring Officer regarding any gifts, hospitality or other benefits offered as a consequence of their employment which are valued at £25 or more ([See Acceptance of Gifts and Hospitality policy](#))
- act at all times in accordance with the trust that the public is entitled to expect
- bring any deficiency in the provision of service to the attention of the appropriate level of management
- ~~report any impropriety or breach of procedure to the appropriate level of management (See Public Interest Disclosure (Whistle blowing) policy)~~

Employees must not:^[SS1]

- make personal use of the Authority's property, name or facilities unless properly authorised to do so
- allow personal interests to conflict with the Authority's requirements
- use their position improperly to confer an advantage or disadvantage
- disclose information given to them in confidence
- prevent anyone from gaining access to information to which they are entitled by law
- discuss sensitive or other information that could be overheard in public which may be damaging to the reputation of the Authority or upsetting for those who may hear it
- be involved in a decision relating to the appointment, temporary appointment, promotion, pay or conditions or discipline of another employee or prospective employee who is a partner, relative or friend
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7. REFERENCE SOURCES

National Guidance

- [NFCC Core Code of Ethics for Fire and Rescue Services](#)
- [NFCC Core Code of Ethics guidance document](#)

- [The Seven Principles of Public Life \(Nolan Principles\)](#)

Associated [CFRS](#) Policies and Guidance

- [Service Values](#)
- [One Team Behaviours](#)
- Acceptance of Gifts and Hospitality
- Politically Restricted Posts
- Public Interest Disclosure (Whistle blowing)
- Discipline Policy & Procedure, [Discipline Toolkit](#)
- Equality and Inclusion
- [Professional Behaviour Policy](#)