

# The OPCC Staff Code of Conduct

**Version date: January 2026**

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## **1. Introduction**

- 1.1 The purpose and aim of the Code of Conduct is to provide guidance regarding the standards of conduct and behaviour and application of working practices that is expected from staff in the Office of the Police and Crime Commissioner (OPCC) working under the direction and control of the Chief Executive.
- 1.2 This Code forms part of the terms and conditions of employment of members of OPCC staff. A breach of this Code shall be dealt with in accordance with the Disciplinary Policy applying to all staff of the Police and Crime Commissioner.
- 1.3 The Office of the Police and Crime Commissioner (OPCC) is publicly accountable and frequently works in partnership with other organisations, both in the public and private sector. It is therefore vital that all staff and representatives of the Police and Crime Commissioner (PCC) conduct themselves in an exemplary manner in all aspects of their work and show no bias whatever their personal or political views might be.
- 1.4 The public is entitled to demand that a member of staff of the Police and Crime Commissioner (PCC) conducts themselves to the highest standards. Public confidence would be damaged if appropriate standards are not maintained.
- 1.5 The following sections provide details and some examples of the type of conduct expected. If a member of staff requires further guidance on any issue relating to conduct, then they should consult with a Manager, OPCC HR or a member of the OPCC Executive team. Please note that this code of conduct is not exhaustive. Any conduct that does not follow the code, needs to be raised with management or HR.

## **2. Responsibilities and Values**

- 2.1 As an Office of the Police and Crime Commissioner (OPCC) member of staff, you are appointed on merit based on fair and open competition and are expected to carry out your role with dedication and a commitment to the OPCC and its core values: integrity, trust, independence, and public voice.
  - 2.1.1 **Integrity** means that we honour the commitments to those we serve. We don't take our commitment lightly. We will do everything in our power to do the right thing in an honest, truthful, and straightforward way and put the obligations of public service above our own personal interests.

You must:

- Fulfil your duties and obligations responsibly.
- Always act in a way that is professional and that deserves and retains the confidence of all those with whom you have dealings.
- Carry out your fiduciary obligations responsibly (that is to make sure public money and other resources are used properly and efficiently).
- Deal with the public and their affairs fairly, efficiently, promptly, effectively, and sensitively, to the best of your ability.
- Ensure you have Executive authorisation for any contact with the media.

- Keep accurate official records and handle information as openly as possible within the legal framework.
- Comply with the law and uphold the administration of justice.
- Use any public funds entrusted to you or handled by you in a responsible and lawful manner.
- Not make any personal use of property, vehicles or other facilities of the PCC unless authorised to do so.
- Be responsible for upholding the law and to act on all occasions in accordance with the trust placed in staff of the Police and Crime Commissioner.
- Declare any gifts/hospitality on the OPCC Gifts and Hospitality Register.

You must not:

- Misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others.
- Disclose official information (which could be subject to the Official Secrets Act) without authority (this duty continues to apply after you leave the OPCC). The handling and management of all personal data is covered by GDPR legislation.

2.1.2 **Trust** means that we will build trust and confidence in those we serve through the actions we take. We accept feedback and are comfortable responding to criticism and finding ways to improve. We will strive to be the best at what we do.

You must:

- Set out the facts and relevant issues truthfully and correct any errors as soon as possible.
- Use resources only for the authorised public purposes for which they are provided.
- Adopt a proactive, responsible, and cooperative attitude towards Health & Safety.
- Ensure that staff behaviour does not cause embarrassment or reflect negatively on the OPCC in a way that would bring the reputation of the OPCC into disrepute or cause a loss of public confidence in its work.

You must not:

- Deceive or knowingly mislead.
- Be influenced by improper pressures from others of the prospect of personal gain.
- Discriminate on the grounds of a protected characteristic (age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation) unlawfully, for example, in decisions made for recruitment.

- Do anything which may cause the OPCC to breach any of the equality duties as defined in the Equality Act 2010.
- Act in any way that would bring the OPCC into disrepute.

2.1.3 **Independence** means that we are independent of the police and political affiliations and will be transparent in our actions, decisions and communications with both the people we work with and those we serve.

You must:

- Provide impartial information and advice, including advice to the PCC, based on the evidence and accurately present the options and facts.
- Take decisions on the merits of the case.
- Take due account of expert and professional advice.

You must not:

- Ignore inconvenient facts or relevant facts or relevant considerations when providing advice for making decisions.
- Frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from the decisions.

2.1.4 **Public voice.** The PCC provides the voice for the people in the policing and the office enables this. We will listen to the needs and concerns of the public to inform our decision making and policy development and improve the service user and staff experience.

### **3. Political restrictions**

3.1 All OPCC staff (except a Deputy PCC) are politically restricted posts under the Local Government and Housing Act 1989. The Act imposes restrictions on public political activity by the holders of such posts. This guidance is designed to reflect current legislative provisions in the Local Government and Housing Act 1989 (LGHA), as amended, under which certain posts are “politically restricted.” This means that employees in these posts must not undertake political activities either in or outside the workplace.

3.2 The restrictions imposed on the post holder include (unless by exception and prior written agreement of the Chief Executive):

3.2.1 Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;

3.2.2 Taking a position within any of the above public bodies (paid or otherwise) whilst holding a paid position in the OPCC;

3.2.3 Announcing, or allowing others to announce, ones candidature for one of the aforementioned offices;

3.2.4 Holding office in a political party;

3.2.5 Canvassing at elections; and

3.2.6 Speaking or writing publicly on matters of party political controversy.

3.3 When a role is deemed politically restricted you are prevented from holding or standing for elected public office. You cannot hold or stand for any of the following positions:

- Local Councillor
- Member of Parliament
- Member of the Welsh Assembly
- Member of the Scottish Parliament

3.3.2 You can not act as an election agent or sub-agent for any candidate election.

3.3.3 You can not canvas on behalf of a political party or a person who is, or proposes to be, a candidate for election.

3.3.4 You can not speak to the public or publishing any written or artistic work (including on social media) that could give the impression you are advocating support for a political party.

3.4 There are the following restrictions on speaking and writing in public:

3.4.1 The regulations also address the post holder's conduct outside his/her employment in far wider terms. Post holders are not permitted to speak in public where there is an apparent intention to affect public support for a political party. Similarly, such post holders are not permitted to publish any written or artistic work whether as author or editor, nor can they authorise or permit another person to publish such work if the work appears to be intended to affect public support for a political party (including independent candidates or parties).

3.4.2 This includes writing or 'speaking' on social media for example on blogs, on-line forums, Facebook and twitter, where the work appears to be intended to affect public support for a political party. These restrictions are to be interpreted so as not to prevent the officer from carrying out their official duties.

## **General Standards of Conduct**

### **4. After leaving employment**

- 4.1 Staff should continue to observe their duty of confidentiality after leaving the employment of the OPCC in accordance with the official secrets act and data protection legislation.
- 4.2 In some cases, Non-Disclosure Agreements (NDAs) will be required on leaving the OPCCs employment if the work undertaken is deemed of a sensitive nature.

### **5. Alcohol or drugs (Use of)**

- 5.1 The use, possession, distribution or being under the influence of illegal drugs is strictly prohibited at all times and will be dealt with under the disciplinary process. It will also be reported to the police as a criminal matter.
- 5.2 If a member of staff is prescribed drugs or medication which may affect their ability to do their job, then they should seek advice from their line manager on the health and safety implications or consult with the Occupational Health, as soon as possible.
- 5.3 Alcohol may not be consumed during working hours or in a way that impairs your ability to perform your duties safely or professionally. Responsible consumption of alcohol outside working hours, or at approved work-related events where permitted, is allowed provided staff are not required to drive or operate machinery.

### **6. Appointment of Employment matters**

- 6.1 Any member of staff involved in appointments or decisions relating to recruitment, discipline, promotion, or grading should not be involved in that process where it relates to an applicant/member of staff to whom they are related (actually or perceived) or with whom they have a close personal relationship outside of work or have disclosed a conflict of interest.

### **7. Additional Employment**

- 7.1 The Chief Executive will not attempt to prevent staff from undertaking additional employment or voluntary work provided it does not conflict with the interests of, or in any way weaken public confidence in, the office of the Commissioner, and does not in any way affect performance of their duties and responsibilities. Staff must inform and obtain the permission of the Chief Executive before accepting additional employment.
- 7.2 The member of staff needs to submit an A81 Application for Business Interest Secondary Employment form. A record of approval will be maintained in the

staff's HR file and sent to vetting. This relates to any employment or voluntary work.

- 7.3 It is the member of staff's responsibility to ensure that any income received from additional employment is declared to the relevant authorities.
- 7.4 It is the member of staff's responsibility to update us with any changes to this employment.

## **8. Artificial Intelligence**

- 8.1 Artificial Intelligence (AI) tools are not permitted on the OPCC organisational systems, devices or networks.
- 8.2 Use of AI on personal systems is permitted provided no organisational information, confidential data, personal data or work related content is shared and such does not affect your work duties or obligations.
- 8.3 Any information, content or outputs obtained through the use of AI must be independently verified before being relied upon or used in any work-related context.

## **9. Business Continuity**

- 9.1 In order to open, function and be a safe environment for staff and visitors during business hours, the OPCC require the following staff coverage:
  - 9.1.1 Designated Duty Manager present on-site during business hours (Monday to Thursday 9am – 5pm, Friday 9am – 4.30pm) and ensure minimum staff coverage as in point 9.1.5.
  - 9.1.2 At least one member of the Executive Team must be actively working and readily contactable throughout the day, even if working remotely.
  - 9.1.3 At least one member of the Executive support team must be present on-site, ideally positioned at the reception desk, to provide a point of contact for visitors and manage front of house duties.
  - 9.1.4 At least one member of the Communications and Public Affairs Team must be physically present and available to manage the public-facing customer service telephone line.
  - 9.1.5 A minimum of 5 staff on site during business hours.
  - 9.1.6 All staff, whether working remotely or on-site, are expected to assist with telephone coverage during any periods when the Communications and Public Affairs Team is unavailable.
- 9.2 Team meetings to be held on-site and in person (on-line to accommodate a reasonable adjustment or by exceptional circumstances) to check in on staff

welfare, enhance team collaboration, build on organisational culture and make clearer work-life separation.

- 9.3 In adverse weather conditions (force of nature) or when it is deemed unsafe to travel, staff will be directed by the Duty Manager or their Line Manager to work from home.

## **10. Computer security, mobile devices and data protection**

- 10.1 The Data Protection Act 2018 (which requires all users of personal data to be registered with the Information Commission and to comply with the Data protection Principles), the General Data Protection Regulation and the Computer Misuse Act 1990 (which seeks to secure computer material against access or modification), must be complied with.
- 10.2 Staff must ensure that no unauthorised person gains access to equipment or data that they are responsible for.
- 10.3 Login passwords should not be used on more than one device/system and must not be disclosed to anyone.
- 10.4 Screens must be locked when you leave your desk and not left open for other staff to access.
- 10.5 All issued laptops/devices must be properly secured at the end of each working day. Staff are required to lock their device (screen lock), shut it down and either store it in a designated locked cupboard on-site or take it home. Unsecured devices are not permitted to remain unattended in the workplace.
- 10.6 When travelling, keep your laptop/devices and any sensitive paperwork with you at all times. Do not leave these items unattended or stored in a vehicle or other unsecured area.
- 10.7 Any data breach must be reported to the OPCC Data Protection Officer as soon as possible and within 72 hours.
- 10.8 All staff are able to login and work from their base of work, any police station and your home. In the event that computer connection is lost, staff must locate themselves at a site (as listed above) with connection. Caution must be taken if you are working in a public space (e.g. coffee shop, library) to ensure your work is not of a sensitive nature or visible. Privacy screens should be used.
- 10.9 The OPCC provides mobile phones to staff. Staff can opt to use their own mobile phone (at their own expense) for phone calls, texts and WhatsApp to communicate but cannot access work emails or documents which would not otherwise be shared in the public domain and must apply the OPCC social media policy/guidelines.
- 10.10 In exceptional circumstances, staff can opt to use their own laptop for work purposes but cannot access work emails or documents which would not

otherwise be shared in the public domain and must apply the relevant OPCC policy/guidelines.

## **11. Conduct away from work**

- 11.1 The personal lives of members of staff are their own concern. However, staff should not conduct themselves in a manner which, because of the nature of their employment, would undermine the Commissioner's confidence or trust in them or would affect their integrity in a way which is prejudicial to their carrying out of their duties or bring the OPCC into disrepute. In particular, behaviour which could result in criminal charges being brought, is unacceptable and would be likely to undermine public confidence. Should a member of staff (or any notifiable associations) find themselves subject to any criminal investigation they should notify the Chief Executive at the earliest possible opportunity. A notification to police vetting must be made.

## **12. Confidentiality/Use of Information**

- 12.1 During the course of your employment staff will come across confidential information. The privacy and confidentiality of such information must be maintained at all times unless express authorisation is given to divulge it, or there is a legal requirement to do so.
- 12.2 Information concerning a member of staff's private affairs must not be supplied to any person not employed by the OPCC without the consent of the staff member, nor to anyone within the OPCC unless that person has authority or responsibility for such information.
- 12.3 Any contracts or purchasing arrangements must not be used for personal benefit or to benefit any person or organisation other than the OPCC unless approval is obtained.
- 12.4 Business information should not be divulged to any third party or used other than for the purpose of discharging the functions of the OPCC. Staff should not disclose the proceedings of any meeting from which the press and public have been excluded unless they are required to do so by law or have been authorised to do so. Care should be taken to ensure that any information that is disclosed is accurate. If staff have any reservations about any request to supply information, they should immediately refer the matter to the Chief Executive.
- 12.5 Nothing in this Code of Conduct shall prohibit you from making a protected disclosure under the Employment Rights Act 1996, making a disclosure to a regulator, ombudsman or supervisory authority regarding any misconduct, wrongdoing or serious breach of regulatory requirements, making a disclosure in confidence to a legal, tax or medical professional who is bound by a professional obligation of confidence, reporting a criminal offence to the police

or any law enforcement agency or co-operating with a criminal investigation or prosecution. Further information is set out in the Protected Disclosure (Whistleblowing) policy: J-P-016 and Protected Disclosure (Whistleblowing) Procedure: J-Pr-008.

### **13. Conflicts of interest**

- 13.1 A conflict of interest occurs where personal, financial or other interests may compromise, or be perceived to compromise, a member of staff's impartiality or performance of their duties.
- 13.2 All staff have a duty to act in the best interest of the organisation. Any actual, potential or perceived conflict of interest must be disclosed immediately to line management. Staff must not participate in decision making where such a conflict exists unless expressly authorised by the Monitoring Officer.

### **14. Declaration of Interest**

- 14.1 It is the member of staff's responsibility to disclose any outside financial (e.g. secondary income), personal or family connections that might influence their work, objectivity or decisions ensuring transparency and preventing actual or perceived conflict of interest to their line manager and HR.
- 14.2 Staff must not participate in decision making where such a conflict exists unless expressly authorised by the Monitoring Officer.

### **15. Dress & Appearance**

- 15.1 You must dress in a manner that is appropriate to a professional role, and which, promotes a professional image. Clothing with political or other contentious or offensive slogans is not permitted.

### **16. Duty Manager**

- 16.1 Anyone who is a grade 8 or above can be the Duty Manager. The rota will be written on the main white board in the central office space.
- 16.2 Their key responsibilities are:
  - 16.2.1 To ensure the day-to-day safety and welfare of those using and working for the OPCC.
  - 16.2.2 Be the named person to escalate issues to in the office in the absence of the Executive team.
  - 16.2.3 In the event of a fire, the Duty Manager to act as Fire Marshall. Ensure all staff exit the building safely via the stairs and meet at the assembly point.

16.2.4 Ensure minimum on site operating staff coverage during business hours (refer to 9.1.5).

16.2.5 Make sure the last person to leave closes down the office: lights switched off, windows closed, dishwasher on if full

16.2.6 The following days are deemed “Team Days” when that team are on site, diary permitting, therefore the Duty Manager should be a member of this team:

- Monday: Criminal Justice and Partnerships team
- Tuesday: Accountability and Standards team
- Wednesday: Communications and Public Affairs team
- Thursday: Accountability and Standards team
- Friday: All teams on a rota

## **17. Equality and Diversity**

17.1 The OPCC must, in the exercise of its functions, have due regard to the need to eliminate unlawful discrimination, victimisation and harassment on the grounds of: race, disability, religion or belief, age, sex, sexual orientation, gender reassignment, and pregnancy and maternity. The OPCC is committed to advancing equality of opportunity and fostering good relations for all in its employment. Discrimination by staff will not be tolerated. Further information is contained in the Equality, Diversity and Inclusion Policy J-P-032.

## **18. Flexi-time**

18.1 The OPCC complies with the Flexitime (Police Staff) Policy J-Pr-060 with the following exceptions:

18.1.1 Band width days and times (5.0 in J-Pr-060) classed as Business hours in the OPCC: Monday to Thursday 09:00 – 17:00, Friday 09:00 – 16:30 with core times of 9:30 – 12 and 14:00 – 15:00. Lunch to be taken between 12:00 – 14:00

18.1.2 Maximum balance 29.6 hours can be accrued.

18.1.3 Maximum of two days (14.8 hours) pro rata for part-time to be taken per calendar month. Further days can be taken in the month if agreed, by exception with your line manager.

18.1.4 Balance of flexi time to be reviewed in staff’s one to one and agreed when to be taken.

18.1.5 On completion of the one to one, the member of staff has one calendar month to use or agree use/book flexitime. After that period any balance returns to zero. Managers will add the agreed balance to take on the staff’s SenseHR record as TOIL.

18.1.6 In the event that the member of staff is about to go on an extended leave of absence, the balance must be zero or will be on their return.

18.1.7 Staff must formally request flexitime for half days or full days via SenseHR as TOIL.

18.1.8. Any time taken within the core hours must be agreed in advance with your line manager and if appropriate recorded as "Flexi" in your outlook calendar.

18.1.9 Flexitime and annual leave will only be approved where it does not conflict with existing approved leave or other absences and where adequate staffing levels can be maintained. Requests may also be declined where they coincide with key business dates or operational requirements.

## **19. Hybrid working**

- 19.1 Not all roles are suitable for hybrid working as they require presence in the office/base of work. This is determined on the basis of business need.
- 19.2 Hybrid working, by OPCC definition, is a flexible working model of your contractual hours where staff split their working time between their base of work (including off site meetings) and remote base (normally home, but can be police station in exceptional circumstances).
- 19.3 If your role permits hybrid working then you are able to work remotely for a maximum half of your working week (pro rata for part time staff), unless your attendance is required in person. For a full time member of staff working 37 hours a week, we request that they are at their base of work or in off site meetings for 3 of their 5 working days, unless they have agreed reasonable adjustments from Occupational Health.
- 19.4 It is staff's responsibility to ensure their outlook diary is accurate with their location and available for all OPCC staff to view.
- 19.5 Consent must be given by your line manager if you require more remote base working days in your working week.
- 19.6 Hybrid working is at the discretion of the Executive team who have the right to withdraw this working privilege and request all staff to work from their base of work as on their contract of employment.

## **20. Integrity**

- 20.1 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. Staff should not receive benefits of any kind from any third party that might reasonably be seen to compromise their personal judgement and integrity. Refer to Gifts and

Gratuities procedure J-Pr-010 and Gifts and Gratuities Policy J-P-002 and ensure it is entered on the OPCC Gifts register.

- 20.2 Under the Prevention of Corruption Act 1916 staff 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.
- 20.3 Staff must not do anything which may cause the OPCC to breach any of the enactments within the Bribery Act 2010, which covers a wide range of direct and indirect bribery offences. Penalties for non-compliance are serious (imprisonment/fines up to £5,000) and offences include:
- Giving a bribe – offering, promising or giving of an advantage.
  - Receiving a bribe – requesting, agreeing to receive or accepting an advantage.

## **21. Lone working**

- 21.1 The OPCC follow the Health and Safety – Lone Working Procedure J-Pr-150

## **22. One to ones**

- 22.1 Line Managers will conduct One to Ones with their staff, every 6 weeks as a minimum.

## **23. Overtime**

- 23.1 Overtime is by exception and only eligible and payable if agreed in advance and signed off by the Monitoring Officer

## **24. Policies**

- 24.1 In the absence of a named OPCC policy, we revert to using the policy from the Force.
- 24.2 The following point should be in all Force policies (in the event that it is not then it is cited here): Devon & Cornwall Police and Dorset Police operate as a strategic alliance, overseen by their respective office of the Police and Crime Commissioner (PCC). Each body operates as a separate employer, although will be referred to as ‘the force’. Where the OPCC adopt this procedure, some tasks maybe undertaken by alternative roles.
- 24.3 The Chief Executive as head of paid service has the right to change all policies (including those of the Force) without the need to go back to Force governance. You will be notified of any such changes, with prior notice, during the process.

## **25. Relations with the public**

- 25.1 Staff in the Office of the Police and Crime Commissioner who deal with the affairs of the public should do so sympathetically, efficiently, promptly and without bias or maladministration.

- 25.2 We do not meet any member of the public without an appointment at Middlemoor due to unknown risks and should not be pressurised into doing so by the reception or security staff on site. The member of the public should be advised to contact 101 if it is a police matter or contact us by email in the first instance.
- 25.3 On the rare occasion that we do feel it is necessary to make an in person appointment, a risk assessment must be completed in advance and documented with support of the Force Staff Officer and this should always be undertaken within the confines of the reception facilities at HQ and not in the OPCC offices, due to risks of bringing unknown visitors onto a protected site.
- 25.4 Where the OPCC receives visitors, candidates for interview, etc, then these individuals must sign on to Middlemoor main reception and be accompanied whilst on site.

## **26. Register of interests**

- 26.1 Staff must:
- register and declare any interests; and
  - declare any hospitality, benefits or gifts offered and/or received as a consequence of their employment on the OPCC Gifts Register. Staff should not accept any hospitality, benefit or gift which could reasonably be seen as likely to influence or as intended to influence their judgement.
- 26.2 Articles of low intrinsic value for use at work,(less than £10), may be accepted if used at work. All offers of hospitality and gifts should be recorded (whether or not accepted) via the Executive support team.

## **27. Resources; use of**

- 27.1 Staff should try, at all times, to ensure proper, economic, effective and efficient use of resources as befits public money and always give value for money.
- 27.2 OPCC resources, whether tangible assets such as materials, equipment and cash, or business information such as trade secrets, or business time, may not be used other than for the proper advancement of the business of the OPCC or policing.

## **28. Rights and Responsibilities**

- 28.1 The Office of the Police and Crime Commissioner (OPCC) has developed this Code, alongside its vision and values. If you believe that you are being required to act in a way which conflicts with this Code, you must raise your concern to the OPCC Monitoring Officer.
- 28.2 If you become aware of actions by others which you believe conflict with this Code, you should report this to your line manager or someone else in your

line management chain; alternatively you may wish to seek advice direct from your Monitoring Officer. You should report evidence of criminal or unlawful activity to the police or other appropriate regulatory authorities. This code does not cover HR management issues.

- 28.3 This Code is part of the contractual relationship between you and the OPCC as your employer. It sets out the high standards of behaviour expected of you which follow from your position in public and national life.

## **29. Setting an example**

- 29.1 You should set good examples of behaviour and demonstrate high standards of conduct to all, as a role model. A non-exhaustive example set of standards can be found in Appendix 1.
- 29.2 It is unlawful to discriminate, harass or victimise someone because they have or are perceived to have a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 29.3 You should be mindful of the audience and not use language intended to offend which could be considered inappropriate, foul or offensive language to or in front of any colleague, anyone in the wider Force or general public.
- 29.4 You should not put yourself at risk of allegations of abusive or unprofessional conduct.
- 29.5 You are required to work flexibly to meet the needs of the business.
- 29.6 The OPCC has a hot desk system, which means no member of staff has an allocated desk unless they have requested one as a reasonable adjustment. Personal belongings should not be left on the desk and all desks should be left in a clean/presentable state for someone else to use. Staff may request the use of one of the standing desks or one of the 4 desks with privacy screens.

## **30. Social Media**

- 30.1 Be aware that anything you post online, either at work or outside of work, may be shared and/or viewed by those outside of your control and can potentially affect your reputation and/or the reputation of the Commissioner/OPCC office and is ultimately your responsibility. Refer to the "Social media house rules" document.
- 30.2 You should exercise caution in your use of social media and/or any other web-based presence that you may have, your language and conduct on sites,

including written content, videos or photographs, and views expressed either directly or by “liking” certain pages or posts established by others; both in your work and personal use.

### **31. Staff concerns about improper conduct**

- 31.1 If a member of staff of the OPCC believes that they are being required to act in a way which:
- is illegal, improper or unethical
  - is in breach of a professional code
  - may involve possible maladministration, fraud or misuse of public funds or;
  - is otherwise inconsistent with this code of conduct
- then they should immediately raise the matter with a member of the Executive team.
- 31.2 Staff must also draw attention to cases where there is evidence of criminal or unlawful activity by others.
- 31.3 Staff may also report cases where they believe there is evidence of irregular or improper behaviour elsewhere in the organisation, but where they have not been personally involved; or if they are required to act in a way which, for them, raises a fundamental issue of conscience. Such issues may be raised with a member of the Executive Team; if they relate to the Chief Executive, they should be raised with the Police and Crime Commissioner.

### **32. TOIL (Time Off In Lieu)**

- 32.1 TOIL can only be accrued in specific circumstances with the agreement of your line manager. E.g. Attending an event after 6pm or working on a weekend.
- 32.2 Booking flexitime on SenseHR is referred to as TOIL in their system.

### Policy History

<b>Policy date</b>	<b>Summary of change</b>	<b>Contact</b>	<b>Version/Implementation date</b>
March 2023	New policy	Fran Hughes	March 2023
January 2026	General update including reformat	Caroline Coles	26/01/2026

## **Appendix 1 – Standards at work**

### **Examples of Acceptable Behaviour**

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves;
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands;
- Communicate honestly and openly, clearly stating what they need and expect of others;
- Provide and are receptive to honest feedback based on evidence; and
- Challenge discriminatory language and behaviour in an appropriate way.

Examples of Unacceptable behaviour:

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting;
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health);
- Focusing on weaknesses;
- Bringing up details of someone's private life inappropriately;
- Leaving impossibly long lists of tasks and making unreasonable demands;
- Criticising people or maliciously gossiping about them in their absence;
- Ridiculing or demeaning someone – picking on them or setting them up to fail;
- Comments or jokes, about distinctive people and nationalities;
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning;
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose his/her job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage;
- Coercing someone to join the harassment/bullying of another person;
- Excluding or marginalising someone or refusing to engage with them appropriately.
- Defrauding the OPCC by inaccurately representing the hours worked.
- Failing to conduct the OPCC business in a way which has been set out by the OPCC Executive team.

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

Standards expected of staff:

- Maintain standards of behaviour in keeping with the interests and standing of the Commissioner and the OPCC. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium.

- Devoting full attention while at work to the duties of their position and in doing so acting with responsibility, good judgement and in good faith.
- Carrying out any reasonable instructions given by those with authority to do so.
- Be professional at all times in your conduct, especially as the OPCC hosts a number of high profile visitors.
- Not divulging to any unauthorised person or making personal use of confidential information connected to the workplace and covered by the Official Secrets act as signed by all staff, either intentionally or through negligent behaviour.
- Participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed.
- Ensuring that information brought to light as a result of any investigation is treated with discretion and confidentiality.
- Using electronic communications appropriately.
- Taking steps to address any unacceptable behaviour.
- Treating colleagues and third parties with dignity and respect.
- Record your annual leave, flexitime and sickness in a timely and accurate format using the preferred methodology.
- Work flexibly to meet the needs of the business.
- Work effectively and accurately meeting deadlines on time, managing your flexi so you do not accrue unnecessary time.
- Be professionally curious.
- Be an active participant in all staff and team meetings.
- Look after the equipment provided to you. It is your responsibility to maintain it and must be returned when you leave the organisation.
- Be innovative in how you collaborate with OPCC and Force colleagues.
- Participate in engagement activities as an OPCC representative.
- Ensure your Outlook diary is open and accessible for all to read with exception of the Executive team.
- Ensure all meeting rooms and communal spaces (kitchen and toilet areas) are left clean, tidy and returned their set up state. Anything that has been moved should be returned to its original position.
- Do your part in our office environment and ensure kitchen areas remain clean, tidy and professional. Dishes should be washed and put away or placed in the dishwasher. Anything left in a communal space will be disposed of after 1 week.

In addition to the above, the expectations of those employed in management roles are to:

- Ensure the standards expected from all staff are role-modelled, monitored and managed effectively.
- Effectively manage all applicable statutory and non-statutory obligations.
- Appropriately manage all alleged incidents and/or allegations.