



Staff Conduct Policy

Applicable to:	MDC Staff	Policy Number:	MDC019
Issued by:	Chief Executive	Date of Approval:	24 January 2017
Contact person:	Human Resources Advisor	Review Date:	24 January 2020

PURPOSE

The purpose of the Staff Conduct Policy is to establish expected standards of employee conduct at Masterton District Council (MDC).

SCOPE

This policy applies to all MDC employees and anyone carrying out work on behalf of MDC including volunteers, contractors and consultants. It is to be read in conjunction with employment agreements, the Expectations of Integrity and Conduct and MDC policies.

STAFF CONDUCT

Employees are expected to act honestly, conscientiously, reasonably and in good faith at all times in regard to their responsibilities, the interests of MDC and the welfare of others.

In performing their duties employees are expected to:

- undertake their role professionally, competently and diligently in support of the delivery of MDC's aims and objectives;
- act within the spirit of MDC's values;
- read, understand and comply with MDC's Expectations of Integrity and Conduct and all lawful and reasonable MDC policies and procedures;
- comply with all lawful and reasonable management instructions;
- respect the confidentiality of information entrusted to them in the course of employment;
- exercise their best professional and ethical judgement, making decisions without bias and using all information available to them;
- maintain a cooperative and collaborative approach to working relationships;
- responsibly and effectively use public funds and MDC resources, making savings and reducing waste where possible;
- incur no costs or any other liability on the part of MDC without proper delegation or authorisation;
- present themselves professionally including maintaining a standard of dress appropriate to their position;
- advise their manager if they are convicted of any offence while employed by MDC;
- respect and encourage fairness, impartiality and diversity; and
- actively contribute to a safe workplace.

Employees must not at any time:

- imply an official view of MDC when they are expressing a personal view; or
- express political or personal views in a way that compromises the integrity, impartiality or political neutrality of MDC or the wider public sector.

CONSEQUENCES FOR BREACH OF POLICY

Any employee who does not comply with the principles of this policy may be subject to disciplinary action.

REVIEW OF POLICY

This policy will be reviewed every three years.

DEFINITIONS

Good Faith: Requires MDC and its employees to:

- act honestly, openly and without hidden or ulterior motives;
- raise issues in a fair and timely way;
- be constructive and cooperative;
- be proactive in providing each other with relevant information and consider all information provided;
- respond promptly and thoroughly to reasonable requests and concerns;
- keep an open mind, listen to each other and be prepared to change opinion about a particular situation or behaviour; and
- treat each other respectfully.

RELATED DOCUMENTS

MDC Employment Agreements (Collective or Individual).
Expectations of Integrity and Conduct
All MDC policies.

REFERENCES

[Employment Relations Act 2000](#)

VERSION CONTROL

Date	Amendments	Approved By
24/1/2017	New Policy	Senior Management Team