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**The Parish of Solihull**

**STAFF CODE OF CONDUCT**

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**Statement of Intent**

This document applies to all employees of the Parochial Church Council of the Ecclesiastical Parish of Solihull (the PCC). Hereafter they shall be referred to as ‘Employees’.

Employees are reminded that their own behaviour should be exemplary in dealing with colleagues, volunteers, members of our congregations, trustees and members of the public.

The PCC recognises that the majority of Employees act appropriately and treat each other with dignity and respect. However, we consider it important to clarify the expected standards.

This document forms part of an Employee’s employment contract and failure to comply with it and with the associated policies may result in disciplinary action being taken, including legal action where it is warranted.

Solihull PCC is committed to the values and virtues set out by the Nolan Principles, the ethical standards expected of public office holders:

1. Selflessness – Employees should act solely in terms of the best interests of the Parish.
2. Integrity – Employees must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.
3. Objectivity – Employees must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability – Employees are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness – Employees should act and take decisions in an open and transparent manner.
6. Honesty – Employees should be truthful.
7. Leadership – Employees should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As a charitable, Christian body, the PCC acknowledges its duty of care to its employees i.e. its legal responsibility to avoid any behaviours or omissions that could reasonably be foreseen to cause harm to others.

1. Solihull PCC Policies
	1. This code of conduct should be read and adhered to in conjunction with the following Parish policies:
* Safeguarding Policy
1. Appearance and Dress

The expectations of the PCC are that Employees:

2.1 Ensure that their appearance is clean and neat when at work or representing the PCC.

2.2 Do not dress in a way that would cause embarrassment to other employees, members of the public or other users of the PCC’s services.

1. Attendance

PCC expectations are that Employees:

3.1 Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

3.2 Try to make routine medical and dental appointments outside of their working hours or during holidays, where possible.

3.3 Refer to their line managers if they need time off for any reason.

1. Professional behaviour and conduct

4.1 Employees are expected to treat other Employees and stakeholders with dignity and respect.

4.2 Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated on any Parish premises or whilst Employees are representing the PCC elsewhere.

4.3 Employees must not misuse or misrepresent their position, qualifications or experience or bring the Parish into disrepute.

4.4 Employees must inform the Rector or Parish Safeguarding Officer if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

1. Safeguarding

The PCC expects Employees to:

5.1 Act in an open and transparent way that would not lead to any suspicion about their actions or intent.

5.2 Respect their duty to protect children, young people and vulnerable adults from harm and to maintain professional boundaries.

5.3 Read and understand all Parish policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

1. Declaration of Interest

6.1 Employees are required to declare their interests, where they are members of a group or organisation which would be considered to be in conflict with the ethos of the PCC and/or the Church of England. Membership of a trade union or staff representative group would not need to be declared.

6.2 Employees should also consider carefully whether they need to declare their relationship with any individual where this might bring the PCC into disrepute.
6.3 If employees are in any doubt as to the need to declare an interest, they should contact the Rector, Parish Wardens or a trade union. Failure to declare an interest where this is appropriate may be a disciplinary offence.

7. Probity of records

7.1 The deliberate falsification of documents is not acceptable. Where an Employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

7.2 Where an employee has falsified any document or made any false or incomplete statement in order to claim a benefit, either directly or indirectly, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

8. Parish Business Contacts

8.1 Employees shall not use Parish business contacts for acquiring materials or services at trade / discount prices for non-Parish activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

9. Health and safety

Employees must:
9.1 Be familiar with and adhere to the PCC Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the Parish environment safe and well.

9.2 Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.

9.3 Comply with hygiene requirements.

9.4 Comply with accident reporting requirements.

9.5 Inform their line manager of any paid work which is undertaken elsewhere, in order to comply with Working Time Regulations.

10. Alcohol and illegal drugs

10.1 Employees are expected to attend work without being under the influence of alcohol or illegal drugs. The taking of illegal drugs during working hours is unacceptable and will not be tolerated.

10.2 If alcohol or drug usage impacts on an Employee’s performance, the PCC has the right to discuss the matter with the Employees and take appropriate action, including referral to the police.

11. Parish premises, equipment and communication

11.1 Parish equipment and systems are available only for parish-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Rector or Parish Wardens.

11.2 Illegal, inappropriate or unacceptable use of Parish equipment or communication systems may result in disciplinary action.

11.3 Employees and volunteers receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Rector or Parish Wardens.

11.4 The PCC reserves the right to monitor emails, phone calls, internet activity or documentation production on equipment owned by the PCC, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

11.5 Communication systems may be accessed when the PCC suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

11.6 Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Rector, Parish Wardens or Systems Manager. Breach of this confidentiality may be subject to disciplinary action.

11.7 Parish equipment that is used outside Parish premises, for example laptops, and all keys to Parish premises, should be returned to the Parish Office when the employee leaves employment or if requested to do so by the Rector or Parish Wardens.

12.Social networking websites

12.1 Employees should not post any communication which is defamatory or
derogatory about the parish or anyone connected to it, nor should
discriminatory or illegal references be made.

12.2 Access to some journals, blogs and social networking sites is permitted during working hours for the purposes of undertaking job-related duties only.

12.3 Employees must act in the best interests of the Parish and not disclose personal data or information about any individual, including Employees and children.

12.4 Employees should not accept requests from under 18s / make requests to under 18s to be 'friends' on social networking sites,

12.5 Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual on a Parish-related site.

13.Data protection

13.1 Employees are required, under the UK-GDPR and Data Protection Act 1998 (and 2021 Update for the UK leaving the EU), to collect, maintain and dispose of sensitive or personal data in a responsible manner.

13.2 Employees should not disclose sensitive information about the Parish, or the local Diocese to other parties. Concerns about the safety or welfare of an employee, volunteer or member should be shared confidentially with the Parish Safeguarding Officer or the Rector.

13.3 Employees have the right to request access to data that is held about them and such requests should be made to the Rector or Parish Wardens.