

DOCUMENTATION/FUNCTION - CODE OF CONDUCT FOR EMPLOYEES

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>All employees</b>			
<b>Duty</b>	<b>To ensure that the responsibilities of all employees in relation to their conduct are defined clearly in writing and are understood</b>			
<b>Training Requirements</b>	<b>Officer Induction &amp; Training Programme</b>			
<b>Lead Officer</b>	<b>Assistant Director, Law and Governance and Monitoring Officer</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
AWARENESS (keeping it live in people's minds)	Officer Induction	On taking up post	New employees aware of the contents of the Code	Assistant Director – Finance and HR
	Departmental Team briefings/Academy 10	Annually/Mandatory Training monitored by Audit Committee	Other employees aware of the contents of the Code All employees aware of the contents of the Code	Assistant Director, Law and Governance
	Intranet Training Information	Ongoing	All employees updated on training availability	Assistant Director – Finance and HR
	Bulletins and updates from Human Resources Division	Ongoing	All employees updated where required	Assistant Director – Finance and HR
	Governance briefing/update	Annually	All staff	Assistant Director, Law and Governance
MONITORING (keeping it effective – recording when it happens)	Examine declaration of Officer Interests	Annually	Assistant Director level completing register of interests	Assistant Director, Law and Governance
	Examine records of offers of gifts and hospitality.	Every 6 months	Assess numbers of employees offered and/or accepting gifts and hospitality	Assistant Director, Law and Governance

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REVIEW (keeping it up to date)	Amend as required by statute and in the light of experience.	As appropriate	Employee Code of Conduct up to date and fit for purpose	Assistant Director, Law and Governance
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