

Code of Conduct for Council Officers



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Code of Conduct

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Code of Conduct

Purpose

1. The public is entitled to expect the highest standards of conduct and service from everyone who works for St Albans City and District Council. Anyone who works on our behalf is expected to conduct themselves with integrity and honesty.
2. This Code of Conduct sets out the high standards of conduct and behaviour expected of our workforce that will help maintain public confidence in our integrity.
3. This Code applies to anyone who works for or on behalf of the Council including employees and workers (i.e., casual workers, temporary agency workers and self-employed contractors).
4. The Code also includes provisions which apply after someone has left the workplace or has left the Council's employment (see paragraph 95 below).

Principles

5. National Agreement on Pay and Conditions of Service (the National Agreement), section 2.3.1 referring to the Code of Conduct states that
 - Employees must maintain conduct of the highest standard such that public standard in their integrity is sustained and;
 - Local codes of practice will be developed to cover the official code and the obligations of the employees and employers.
6. The Council expects all employers and workers to meet the ethical standards for local government employees as set out as "The Nolan Principles". These include:
 - **Selflessness** - employees should act solely in terms of the public interest;
 - **Integrity** – employees should not act or take decisions in order to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve both any interests and relationships.
 - **Objectivity** – employees must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;
 - **Accountability** – employees are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny necessary to ensure this.
 - **Openness** – employees should take act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so;

- **Honesty** – Employees should be truthful;
- **Leadership** – Employees should exhibit these principles in their own behaviour. They should actively promote and robustly support these principles and be willing to challenge poor behaviour wherever it occurs.

Responsibilities

7. All Council workers must read and adhere to the high standards of conduct and behaviours as set out in the Code of Conduct, at all times.
8. If you are not sure about anything in the Code, please speak to your line manager or Senior Manager. Advice is also available from Human Resources (HR), Audit, Legal, on the standards.
9. If you do not meet the standards set out in the Code of Conduct this may lead to disciplinary action and could result in penalties or potentially dismissal. It may also be appropriate for the Council to take legal action against certain breaches of this Code or refer matters to other authorities including the Police.

Protecting the public, the Council and you

Health and safety

10. You must follow the law and read and adhere to the Council's [Safety Policy](#), which is available on the StaffNet and ensure that you meet the duty of care as set out in the Policy.
11. You must protect your own health and safety as well as that of your colleagues and the general public. Please co-operate with the Council to allow it to fulfil its own responsibilities to you and others.
12. Follow safe working practices and let your line manager know promptly if you notice any work hazard which could result in injury or damage to equipment or property.

Safeguarding children, young people and vulnerable adults

13. You must ensure that you read through the [Safeguarding Policy and Procedures and Guidelines which sets out](#) your responsibilities in more detail.
14. The Children Act 2004 places a duty on you to safeguard and promote the welfare of children (under 18) if you come into contact with them.
15. The Council's [Safeguarding Policy](#) requires you to safeguard the health, safety and wellbeing of young people. In some cases this includes young people up to 25 years old, e.g. if they are homeless.

16. All council workers and employees have a legal responsibility to protect the interests of vulnerable adults (those unable to take care of or to protect themselves) and to make sure that no action or omission on your part will be detrimental to their safety.

Protecting the Council's reputation - the media

17. You must pass any enquiries from or contact with the media (newspapers, radio, television etc) to the Corporate Communications team. This is both to protect you from unwanted media attention and to protect the reputation of the Council.
18. You must not comment, give an interview or answer questions on a Council matter, without the permission of your Senior Manager and the agreement of the Communications team.
19. You must not act in any way that might bring the Council's reputation into disrepute, including inappropriate personal comments made on social media sites. The [Social Media Guidelines](#) explain in more detail what is expected of you. It highlights that you must:
 - a. Comply with the law and Council policies when using social media. For example, be aware of and make sure not to breach libel laws, Data Protection regulations and Council policies related to information and confidentiality.
 - b. Make sure that content associated with you such as Facebook accounts; Instagram, upholds the high standards generally expected of a Council workers. If you have made your connection to the Council known you must use a disclaimer to make it clear that what you say is your personal view.
 - c. Show respect for everyone including your employer (the Council), your colleagues, customers, partners, suppliers and councillors.
 - d. Use your common sense and think twice before you post any social media that you might regret later and never do so in haste or anger.
 - e. Never post confidential information about the Council, its councillors or its employees.
 - f. Not discuss named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.
 - g. Not use the Council email address, logos or other Council identification in your personal web content. You must not reproduce official Council documents, information or photographs without written permission from your line manager unless they are already in the public domain.

- h. Get written consent from your Senior Manager if you wish to write to a newspaper or magazine or publish a book or article where you could be identified as a Council employee, well in advance of any deadline for publication. If permission is given you must make sure that a prominent statement appears in the book or article that the Council accepts no responsibility for your opinions or conclusions.
- i. Not bring the Council into disrepute by publicising material which is against the Council's interest or that of other employees or can cause the Council embarrassment, whether acting in a personal capacity or as a spokesman for a private group. An exception to this rule is where you are a recognised and accredited officer of a union acting on their behalf under the union's own media guidelines.
- j. Get your Senior Manager's written approval in advance if you are asked to give lectures in your own time or the Council's time on matters directly concerning your job with the Council. Make sure that any fees for acting in your official capacity are paid into the Council's funds.

Working in local government

Professional standards

- 20. The public is entitled to expect the highest standards of conduct from all local government employees.
- 21. Your role is to serve the Council in providing advice, implementing its policies and delivering services to the local community. In performing your duties, you must act with integrity, honesty, impartiality and objectivity and you must always obey the reasonable instructions of Council managers.
- 22. You must not compromise, or attempt to compromise, the impartiality of anyone who works for or on behalf of the Council, either directly or as a response to pressure from others. You must not attempt to force employees to take action or change advice if this would prejudice their professional integrity.
- 23. The Council's [Values and Behaviours](#) describe in greater detail what is expected of you in your work.
- 24. The [Disciplinary Policy and Procedure](#) gives examples of misconduct and gross misconduct that will be investigated and may be penalised. The [Capability Policy and Procedure](#) explains what will happen if your work does not meet the required standards. The [Attendance Management Policy](#) and [Guide](#) explains what will happen if your attendance is unsatisfactory.

Accountability

25. You are accountable and must always act in keeping with the principles set out in this Code, carrying out your public duties reasonably and according to the law.

Political neutrality

26. As a council worker you will be providing support to all councillors and not just those of a particular political group. You must make sure that the individual rights of all councillors are respected equally.
27. You must not privately advise any political group on behalf of the Council, either on the work of that group or that of the Council. You cannot attend any meeting of any political group. However, you may, as an exception and with the written permission of your Senior Manager, agree to attend political group meetings of councillors to explain significant matters e.g. proposals for widespread organisational change. You must make every effort to give the information to each political group in a consistent way.
28. Some employees have roles which prevent them from undertaking certain political activities. Examples of these include canvassing for a political party or seeking election as a councillor (at a council other than St Albans City and District Council) or other political office. These roles are referred to as politically restricted posts. To find out if this applies to your post, please check your job description/employment contract or speak to the HR team. If you hold a politically restricted post you must meet the statutory restrictions on your political activities.
29. You must not allow your own personal or political opinions to interfere with your work.
30. If a councillor attempts to pressurise you to deal with a matter outside Council procedure or policy you should report this to your senior manager.

Working with councillors

31. Mutual respect between employees, workers and councillors is essential to good local government and working relationships must always be kept on a professional basis. You must read the [Protocol on Councillor Officer Relations](#) and the [Code of Conduct for Councillors](#) if your work brings you into contact with councillors.
32. You must not approach or attempt to influence councillors about anything to do with your employment or about issues where your view differs from that of your manager.
33. Although it is permitted for an employee to speak to their local ward councillor outside of worktime about any issue affecting them as a local resident, you should not attempt to influence councillors for your own or a relative or friends personal gain or detriment.

34. Close personal familiarity between employees and individual councillors can damage the professional relationship and feel awkward or embarrassing to other employees and councillors and should therefore be avoided.
35. If during your employment or time with the Council you develop a close personal relationship or friendship with a councillor, this must be declared in writing immediately to your Senior Manager. A close personal relationship includes holding frequent or regular meetings with the councillor in private, sharing social contacts or being members of the same organisations or groups.

Working with colleagues, customers and others

36. You must always be courteous, efficient, fair and impartial towards everyone you meet or come into contact with through your work for the Council whether in person, in writing, over the telephone or online. This includes residents, customers, partners and colleagues,
37. You must always comply with the law and with Council policies on equality issues.
38. The [Bullying and Harassment Policy](#) explains in detail the types of conduct and behaviour which are not acceptable.
39. You must also be honest and open, take responsibility for your actions and make sure that you give the right advice and information without waiting to be asked.
40. You must not deal with the Council business of people you know, such as your family, friends and neighbours. You must make your manager aware of these connections immediately so that the work can be reallocated. Managers must also be alert to such potential conflicts of interest within the team.
41. The Council's [Customer Commitment](#) explains in detail the minimum standards of service you must give to both internal and external customers.

Recruitment and staff management

42. If you are involved in the recruitment, selection and appointment of staff, you must make all appointment decisions based on merit.
43. You must not be involved in any appointment, or any other decision about discipline, promotion or pay and conditions for any other employee, or prospective employee, you are related to or have a close personal relationship with. This is to avoid any accusation of bias. This includes the appointment of people close to you as casual or temporary workers in your own department.

44. A 'close personal relationship' and 'people close to you' means members of your immediate family (husband, wife, civil partner, father, mother, son, daughter or similar), your partner or any other member of your household.
45. You must not canvass or seek support from councillors or recruiting managers when applying for any post with the Council. You must resist any attempt by others to canvass you.

Close personal relationships at work

46. Problems may arise if you have a close personal relationship with someone you work with (defined in paragraph 44). An example of this is if you are involved in managing your partner or making a selection decision affecting them.
47. Where it is reasonable to do so, alternative management arrangements should be put in place to prevent potential problems. If this is not practical, discussions will take place with you and the other party to find a fair and reasonable solution.
48. Any relationship which develops during your employment, between you and your manager or one of your immediate colleagues, must be declared in writing to your Senior Manager immediately.

Declaring your personal interests and avoiding conflicts of interest

49. You are expected to conduct yourself with integrity, impartiality and honesty. You must therefore not let your private interests compromise your judgement, decisions or actions in your work and bring the Council into disrepute.
50. You must not misuse your official position or information gained in the course of your work to further your private interests or the interests of others.
51. You should not use Council resources or facilities in your private work or in any way weaken public confidence in the conduct of the Council's business.
52. You must not deal with the Council business of people close to you (as detailed in paragraph 44). If you do have connections make your manager aware immediately so that the work can be reallocated.
53. If you have any official relationship with any person or company that may give rise to a potential conflict of interest you must tell your Senior Manager immediately. Do this by completing the [Declaration of Interest by Officers Form](#) (see paragraph 54 to 58 below).
54. This includes any relationships official or private with another council officer, councillors, contractors, planning applicants or anyone else that does business with the Council e.g. applies for grant funding. This includes declaring any previous or current relationships.

55. You must complete a Declaration of Interest Form annually, as part of your Annual Review process, even if you have nothing to declare. The form is to register your interests and those of people close to you to avoid accusations that you are not impartial. Keep this updated on an annual basis as part of the annual review process or if your circumstances change.
56. Examples of interests which you must declare are:
- a. Your membership of, or position of control or management of, bodies exercising public functions under the 'localism' arrangements. That is, bodies carrying out a public service, taking the place of a local or central governmental body in providing a service, exercising a function delegated by a local authority or exercising a function under legislation or a statutory power).
 - b. If you or a person close to you have an interest in, or carry out work for, any organisation that has a contract with the Council or is bidding for a contract. This includes being – now or in the past - the owner, director, partner, or having a major shareholding (at least a 20% interest), in an organisation that does business with the Council.
 - c. Any other private work or second job or any volunteering work that you do. If you wish to do other private work or a second job, you must ask for permission in writing from your Senior Manager.
57. If you are unsure if there is any potential conflict of interest please seek further advice from your Senior Manager or the HR Team.
58. Knowingly providing false information, or knowingly failing to disclose information, are offences under the Fraud Act 2006, which could result in disciplinary action and/or criminal or civil action being taken against you.

Relationships with contractors and planning, grant or licence applicants

59. All relationships with external contractors or potential contractors or applicants for planning consents, grants or licences must be made known to your senior manager. This is particularly important if you would normally deal with the contract or application in your role . In this case you must declare your interest to your line manager and the Council's Monitoring Officer and not be involved in making any decision about the contract or application .
60. Similarly, any beneficial interest in or licence for land which is affected by a planning application must be made known to the senior manager.
61. Orders and contracts, grants, licences and planning decisions must be decided on merit and no special favour must be shown in the tendering process to any businesses or potential suppliers. For further information on tendering see section ' Procurement contracts and tenders' paragraphs 71 to 73.

62. You must not accept money or any other reward from anyone who may benefit from work or funding provided by the Council. To do so would, in law, be corrupt.

Holding public office e.g. being a councillor or a magistrate

63. If you wish to seek public office either elected (e.g. local authority councillor) or non-elected (e.g. a magistrate, school governor or a board member), you must apply to your Senior Manager in writing so that it can be considered under the Council's policies.
64. Before making an application you must:
- a. check with the HR team that you are not prevented from being involved in certain political activity because your post is politically restricted;
 - b. be aware of the possible conflicts of loyalty between being a councillor in one authority and an employee of another;
 - c. keep the two roles distinct and not use confidential information obtained in one position to gain advantage in the other;
 - d. carefully consider your involvement in local politics or community matters which affect the Council.

Protecting public resources

Looking after public money and Council property

65. You must use public funds in a responsible and lawful manner. You must not use Council property, vehicles or other facilities for your personal use, unless this has been agreed by your line manager.
66. You must read the [Financial Rwhistleblowing regulations](#) if you are responsible for the looking after public funds and property.

Preventing fraud, theft and money laundering

67. You must not steal money, resources of any description or time from the Council or defraud the Council in any other way. Do not distort, hide or destroy records to cover up theft or fraud by you or another party. This includes misusing flexible working arrangements or falsifying other working time records such as timesheets. Theft of time is considered a serious offence.
68. You must co-operate fully with the work of the Monitoring Officer, Auditors or any other activity intended to prevent or discover wrongdoing and any investigation into alleged misconduct or crime.

69. Please read the [Whistleblowing Policy](#) and its annexes to familiarise yourself with your part in the systems and procedures in place to prevent fraud, corruption, misappropriation or theft.
70. Contact Internal Audit immediately if someone attempts to involve the Council in laundering money by offering to pay the Council more than £250 in cash in one week. Please read the [Anti- Money Laundering Policy](#) if you receive payments from customers.

Procurement, contracts and tenders

71. Orders and contracts must be awarded in line with UK laws and with the Council's [Procurement Strategy](#) and [Contract Procedure Rules](#). The tendering procedure must be applied equally to all potential bidders.
72. If you have access to confidential information on tenders or costs for either internal or external contractors, you must not disclose this information to any unauthorised party or organisation.
73. The cost of any visits to inspect potential contractor's premises or equipment must be met by the Council to avoid jeopardising the integrity of later purchasing decisions.

Preventing bribery and corruption

74. The Council complies with the Bribery Act (2010) and you must follow the [Anti Fraud, Bribery and Corruption Policy](#), [Whistleblowing Policy](#), Employee Fraud Response Plan and Maintenance of Standards and Probity policies. These are all annexes to the Council's [Whistleblowing Policy](#).
75. You must not bribe, or attempt to bribe, another person, intending either to get or keep business for the Council, or to receive or keep an advantage in how the Council's business is conducted. You must not accept a bribe or allow another person to accept a bribe in any form including cash, gifts, business trips or tickets to events.
76. It is a serious criminal offence to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to anyone in your Council work whilst you are working for the Council.
77. If an allegation is made, it will be for you to demonstrate that any such rewards or benefits have not been corruptly obtained.

Gifts, hospitality and sponsorship

78. You must not accept gifts or benefits unless this has been agreed by your Senior Manager. Any offers considered unacceptable should be refused courteously and with tact.

79. You must not be improperly influenced by gifts or hospitality given to you in your role. Do not put yourself in a position which could damage your ability to act impartially or the public's confidence in the Council. You must be particularly sensitive to the timing of offers and decisions the Council is currently considering.
80. You must report all gifts and benefits offered to or received by you or anyone close to you from any person or body seeking to do business with the Council or which would benefit from a relationship with the Council. You must record them on the [Offers of Gifts and Hospitality Form](#) and they will be added to the Council's Register of Gifts and Hospitality.
81. You may only accept modest gifts usually of a promotional nature and given to a wide range of people not uniquely to you. These can include wine, chocolates, calendars, diaries, pens and other small items of low value. Small gifts given at the end of any courtesy visit to a firm or factory are also acceptable.
82. You should be alert to disguised inducements by organisations or individuals e.g. a supplier making goods available free of charge or below market prices. If the goods or services delivered directly to you or anyone close to you are not allowed under this Code you must return them immediately to the sender. Report this immediately to your Senior Manager in writing.
83. Normally your Senior Manager will allow you to accept modest offers of hospitality. These may include, for example, a working lunch or dinner to discuss business, an invitation to a professional body function or to a sporting fixture or event. Attendance at conferences will be allowed only where it is clear the hospitality is corporate rather than personal and where any purchasing decisions are not compromised.
84. In all cases, your attendance must be as part of a group at the event and not just by yourself alone. All invitations and acceptances must be reported in writing to and agreed by your Senior Manager or and recorded in the Register of Offers of Hospitality.
85. Where an outside organisation wishes to sponsor or is seeking to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the same rules apply as for accepting gifts or hospitality. You should take particular care when dealing with sponsorship from contractors or potential contractors.
86. Where the Council wishes to sponsor an event or service, this sponsorship must not directly benefit an employee, worker or any person close to them without the written permission of the Senior Manager. This must be done by completing a [Declaration of Interest Form](#) or an [Offer of Gifts and Hospitality Form](#) as appropriate.
87. Similarly, where the Council, through sponsorship, grant aid, financial or other means, gives support in the community, you must make sure that impartial advice is given and that there is no conflict of interest.

Responsible reporting or whistleblowing

- 88. If you become aware of activities which you believe are illegal, improper, unethical or otherwise inconsistent with this Code of Conduct you must report this, under the Public Interest Disclosure Act 1998 and the [Whistleblowing Policy](#).
- 89. You must not treat anyone less favourably because they have reported such activities.

Data protection and access to information

- 90. You must make sure you are aware of your obligations under the Freedom of Information Act 2000 ("FOI"), Environmental Information Regulations 2004 ("EIR"), the General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018 ("DPA") by completing the mandatory elearning modules when you join the Council
- 91. You must make information held by the Council available to the public on request in keeping with the [Freedom of Information Policy](#) and [Fol and EIR Procedures](#) and the [Environmental Information Regulations Policy](#). This includes recorded information in any form, such as written records, emails, case files, correspondence, memoranda, statistics, photographs, plans, charts and video recordings. There are some exemptions that apply to releasing information and you should seek advice from the Legal Services if you are unsure.
- 92. Requests for personal data and special category data are governed by GDPR and the DPA. This includes customer or employee requests for copies of their personal data. Please look at the [StaffNet](#) for information on FOI,DPA and EIR.
- 93. Requests under FOI, EIR and DPA are logged centrally and you should email them immediately to foi@stalbens.gov.uk
- 94. You must always use appropriate and professional language when making notes, writing reports or sending emails. Information cannot be withheld because disclosure would cause embarrassment.
- 95. When you leave the Council's employment you will still be bound indefinitely by the rules protecting confidential information under the mutual duty of trust and confidence. In the same way the Council will protect your information indefinitely after you leave.

ICT security

- 96. Our ICT systems are essential for the successful operation of Council business. You must read the [ICT Use and Security Policy](#) so that you understand how to use our IT systems effectively and securely.

97. You will be allocated a specific username and password and any computer activity under that login will be your responsibility. Your passwords must never be disclosed to anyone else.
98. Please note that your use of the internet, email and other systems will be monitored, and that disciplinary action will be taken if you misuse them.
99. Any confidential information sent by email or put onto portable storage devices (e.g. CDs, memory sticks, laptops, mobile phones) used while working anywhere outside the Council offices, must be encrypted.
100. Employees using laptops and other portable electronic devices must take special care because this equipment is valuable and much more susceptible to theft or loss. They must always be kept in a safe location at work and at other locations such as your home. Never leave this equipment unattended in a public area, a vehicle or at home.
101. You must only install software approved by the IT team on Council computer equipment. Installing or downloading unauthorised software, e.g. from the internet, can infringe property rights, cause damage or compromise Council systems.
102. The Council does not operate a 'Bring Your Own' Device (BOYD) scheme – only equipment supplied by the ICT department must be used for works purposes.
103. Work equipment can only be used in England and Wales with no restrictions. Permission from a Senior Manager and HR is required before any IT equipment is taken and / or used in any other country, including Scotland and Northern Ireland. Staff may not take equipment to high risk countries include Russia and China as these areas are considered to be at higher security risk of equipment being infected by viruses on entry to the country.

Intellectual property rights and copyright

104. Any intellectual property created by you in the course of your work will be owned by the Council. This includes any inventions, patents or copyright in literary, dramatic, musical or artistic works.
105. You must not infringe copyright. Downloading, copying and/or distributing copyright material including literature, text, music, sound, pictures, software and electronic files is prohibited unless you have the correct licences or permissions.

You and the Council

Your personal information and details

106. Your normal place of work is the District Council's premises in St Albans or such other place in England and Wales, including your home, as the Council may reasonably require for the proper performance of your duties.
107. Please make sure that your personal contact information including your current home address and telephone number on the Staff Hub - STAN is up to date. If you don't have access to STAN email HR with details. In cases where you use more than one address, the one that you class as your main home should be provided. This does not include 'care of' addresses unless there are special circumstances which your managers have been made aware of and are satisfied with.
108. You must make sure that your you update your personal contact information on the Staff Hub - STAN if you change your name, if you start using a different name, or if your address or telephone number change.
109. Please keep your emergency contact information up to date on STAN so that we are able to contact them in case of any emergency.

Arrests, court appearances and convictions

110. Arrests, court appearances and convictions will not necessarily lead to the Council taking any action against you. However, you must report them immediately to HR so the Council can consider an appropriate response. Any information you give will be treated as confidential.
111. You must tell HR immediately by phone and confirm this in writing as soon as possible if:
 - a. you are arrested by the Police in the UK or any other country
 - b. the Police in the UK or any other country impose a sanction against you such as a caution
 - c. you appear before a magistrate or criminal court in the UK or in any other country, whether or not any penalty or sanction is imposed
112. For traffic offences, you must tell the Council about any penalty or sanction you receive, including any points on your licence, if you are a casual or essential car user. You do not need to tell the Council about parking offences and fixed penalty notices.
113. The Council's lease car agreement requires you to give full details of any conviction for a motoring offence for you or any other driver of the car, other than parking offences.

Clothing and personal appearance

- 114. The Council values and welcomes the diversity of its workforce and will sensitively take account of individual needs e.g. on ethnic or religious grounds.
- 115. You must always wear a clearly visible Photo ID displaying your photograph and name when in a restricted area of Council premises. You must show it if challenged by another staff member. You must challenge others who are not wearing clearly visible Photo ID, if it is safe to do so. Call the Building and Facilities team or the Police if you suspect that an intruder is present.
- 116. You must follow your manager's instructions on clothing or equipment which apply for health and safety reasons and wear any uniform you are provided with.
- 117. Your standards of appearance, personal hygiene, clothes and personal decoration must be appropriate to the nature of the work you do and project a positive 'business like' image of the Council as a professional organisation.
- 118. The Council reserves the right to decide on the standards that apply. If your line manager considers that you are not meeting those standards, you will be asked to meet the standard, if necessary by going home in your own time to change your clothing or appearance.

Alcohol and drugs

- 119. You must attend work in a fit and proper state to carry out your duties in a safe and fully competent way through the whole working day. This includes driving to work or driving any vehicle during the working day on Council business.
- 120. You must not consume in any way any of these substances before you come to work or during the working day:
 - a. Alcohol
 - b. Illegal drugs
 - c. So called 'legal highs' which mimic the effect of illegal drugs
 - d. Volatile substances such as gas lighter refills, hairspray, deodorants, air fresheners, glue and nail varnish
 - e. Legal medication or drugs which have not been prescribed for you
- 121. You must not attend work when your behaviour and/or performance could be adversely affected by being under the influence of these substances.
- 122. Under the [Disciplinary Policy](#), being under the influence of, or supplying controlled drugs or any other illegal substance or items will be treated as gross misconduct.
- 123. Please see the [Drugs and Alcohol Misuse Policy](#) for further information on how the Council will treat you if you have a problem with alcohol or drugs.
- 124. You may of course take drugs or medicines which have been prescribed for you or which are freely available to buy over the counter. Please let your manager know immediately if you are taking any drugs or medicines which may

affect your ability to carry out your duties effectively. An example of this is if you drive a Council vehicle and the medicine may make you drowsy.

Monitoring and review

125. This policy will be reviewed and revised in line with legislative changes, business changes and as deemed appropriate, in consultation with UNISON.

Associated documents and further information

126. Further guidance is available in the following documents on the StaffNet:

- [Anti-fraud and Anti Bribery and Corruption Policy](#)
- [Anti-Money Laundering Policy](#)
- [Attendance Management Policy and Guidelines](#)
- [Bullying and Harassment Policy](#)
- [Capability Policy and Guidelines](#)
- [Code of Conduct for Councillors](#)
- [Contract Procedure Rules](#)
- Customer Commitment
- [Data Protection Procedure](#)
- [Declaration of Interest by Officers Form](#)
- [Disciplinary Policy, Procedures and Guidelines](#)
- [Drug and Alcohol Misuse Policy](#)
- [Environmental Information Regulations Policy](#)
- [Financial Regulations](#)
- [Freedom of Information Policy](#)
- [FOI and EIR Procedures](#)
- [ICT Use and Security Policy](#)
- [Offers of Gifts and Hospitality Form](#)
- [Procurement Strategy](#)
- [Protocol on Councillor Officer Relations](#)
- [Safeguarding Policy, Procedures and Guidelines](#)
- [Safety Policy](#)
- [Social Media Guidelines](#)
- [Values and Behaviours](#)
- [Whistleblowing Policy](#)