

Policy Name: Staff Behaviour / Code of Conduct	
Updated & reviewed	August 2023 - updated Feb 2026 – no changes
Date of next review:	February 2029
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	Management Committee, staff, website

All Gloucestershire Hospital Education Service (GHES) staff or volunteers are subject to the GCC Code of Conduct.

In addition to the Code of Conduct, staff at GHES must also abide by and use the following:

Appendix 1 – Guidance for Safer Working Practice for adults who work with Children and Young People in Educational Settings (this is part of the safeguarding induction policies all new staff are required to read).

Appendix 2 – Grievance Procedure

Appendix 3 – Whistleblowing (GCC procedures) – NOTE this is a link to staffnet
[Speak up if it's not right](#)

Code of Conduct for employees

The [Code of Conduct](#) can be found on staffnet

The Code of Conduct is a document which outlines expectations at work to protect you in your job and empower you to choose the right actions and behaviours. Part of this carries the expectation on individuals to follow their profession's own standards and ethical requirements as applicable.

1. The purpose of this Code is to give all employees guidance on how the County Council and the public in general expect them to behave. If the Code is followed then staff should not find themselves in a situation where their conduct could create an impression of conflict of interest or corruption in the minds of the public. If staff are unsure of the standards expected of them guidance should be sought from their Director. In the case of Directors, guidance should be sought from their Executive Director and in the case of Executive Directors, from the Chief Executive.
2. The areas covered by this Code are as follows:
 - Standards;
 - Personal Appearance;
 - Use of the Council's Facilities and Equipment;
 - Fraud and Corruption;
 - Gifts, Hospitality and Sponsorship;
 - Register of Gifts and Hospitality;
 - Disclosure and Use of Information;
 - Political Neutrality;
 - Relationships;

- Appointments and Other Employment Matters;
- Undertaking Additional Outside Work;
- Arrest or Conviction on Civil or Criminal Charges;
- Membership of Clubs, Societies and other Organisations;
- Equality Issues;
- Health and Safety Issues;
- Breaches of the Code of Conduct.
- Confidential Reporting Procedure (Whistle-blowing)

It was last reviewed 16/08/23