



Hampshire Fire and Rescue Service Employee Code of Conduct

Hampshire Fire and Rescue Service expects the highest standards of conduct from all its employees ensuring that high standards of service and reputation are maintained.

For the full Code of Conduct, and the full details relating to any of the following aspects employees must refer to ([provide link](#))

Employees are required to observe agreed working procedures, operational regulations, safety rules, regulations and codes of practice, safe working procedures and to carry out reasonable and proper instructions given in matters relating to their duties

An employee will:-

- **carry out an obligation placed on them as part of their contract or related policies.**
- **report any matter they are required to report.**
- **wear safety clothing or use safety equipment which has been issued to them.**

Any possible conflicts of interest to this Code, or other related documents must be made to the appropriate line manager.

General Conduct

Employees are expected to conduct themselves inside and outside of work in a manner which will maintain public confidence in both their integrity and the service's provided by HFRS.

Failure to observe this Employee Code or any of the additional documents referred to may lead to disciplinary action. Misconduct outside of work may result in disciplinary action if it directly affects the employee's performance of their work or the reputation of HFRS.

Employees must disclose any criminal proceedings against them.

Disclosure of information

Employees should follow Service policies relating to information and are forbidden from using any information obtained in the course of their employment for personal gain or benefit.

Political Neutrality

Employees will not allow their own personal or political opinions to influence or interfere with their work.

Close Personal Familiarity

HFRS recognises that close personal relationships exist or develop at work. It has a responsibility to ensure that close personal relationships between employees do not adversely affect or harm the services we provide, or our reputation. HFRS requires employees who have close relationships with another employee to ensure they act appropriately, and to acknowledge that overt displays of affection or personal disputes are not appropriate in the workplace.

Local Community

Employees must maintain courteous, efficient and impartial service to all groups and individuals within the community

Contractors

Employees who have private or business relationships with an external contractor must make this known to their line manager and Director of Corporate Services.



Appointment and Employment Matters

Employees must not be involved in decisions relating to employment issues where they are related to, or have a close personal relationship with, the applicant.

Canvassing of employees relating to any employment matter is strictly prohibited and may result in disciplinary action.

Outside Commitments

Employees should seek written approval prior to undertaking any additional employment, work, (paid or unpaid) or other business activity.

Employees are strictly prohibited from using their position in the Service to seek preferential treatment for friends, relatives or any company with which they are personally connected.

Intellectual Property

All creative designs, writings and drawings, inventions produced by employees during the course of their duties are the property of the Service

Fees for giving lectures or writing articles may only be retained by employees where these activities are not integral to their employment position and are conducted in the employees own time.

Personal Interests

Employees must declare any financial or non financial interests that may conflict with the interests of the Service.

Equality and Diversity

All employees are required to comply with the Equal Opportunities Statement and Core Values of the Service.

Sustainability

Employees must be aware of their obligation to work towards improving the environment and to consider sustainability issues when undertaking their duties.

Corruption

Corruption may include receiving any payment, gift (other than a gift of a nominal value) hospitality, or any other benefit from any person or organisation who a member of staff deals with in their work, irrespective of what it is in respect of, including tips, and payment for additional 'private work'.

Any case of suspected corruption will be fully investigated and any proven cases may be treated as gross misconduct and criminal prosecutions undertaken.

Hospitality and Gifts

Employees should only accept offers of hospitality if there is a genuine need to represent the Service in the community. Offers to attend social or sporting functions should be accepted only when these are part of our work in the community.

Gifts offered when negotiating a contract or procurement must be refused.

Gifts of money cannot be accepted.

Employees will actively discourage service users from bequeathing money to them.

Use of Resources

The Service's resources should be used solely in respect of its business. No improper use, or use for anything other than Service business should be made of any of the Service's resources.

Any use of Service vehicles for private benefit must be in accordance with Service Order on the Benefit in Kind (BIK) policy.

Sponsorship

No employee or any relative or close friend must benefit from any sponsorship.