**South Wales Police and Crime Commissioner**

**Code of Conduct**

**Team Vison: For South Wales to be the safest area to live in, work in and visit.**

**Team Mission: Driving forward positive and long-lasting change to ensure policing is effective and our communities are safe.**

**Team Values: Innovative, empowering, transparent, accountable, fair and supportive.**

**Introduction:**

This Code applies to staff working under the direction and control of the Chief Executive of the Office of the Police and Crime Commissioner of South Wales.

This Code forms part of the terms and conditions of employment of employees, any breach of this code shall be dealt with in accordance to the disciplinary procedures.

This Code does not apply to staff employed by or under the direction of the Chief Constable.

This Code should be read in conjunction with the College of Policing’s Code of Ethics.

1. **Honesty and Integrity**

Team members must act with honesty and integrity at all times. By adhering to this we will gain the trust of the public, colleagues, stakeholders and leaders.

1. **Respect and Courtesy**

Team members will carry out their roles in a respectful and courteous way, being efficient, diligent and professional at all times. Ensuring that behaviour and language could not reasonably be perceived to be abusive, oppressive, harassing, bullying, victimising or offensive.

1. **Equality and Diversity**

It is everyone’s personal responsibility to ensure that they follow and promote equality and inclusion within the workplace and in the course of their work with communities. Employees must not discriminate against any person or group of people, and must not display harassment or victimisation in the course of their work. Everyone has a duty to ensure that diversity and difference is valued and seen to be valued.

1. **Stewardship and Personal Interests**

Individuals must not make use of property, vehicles or other facilities of the Police and Crime Commissioner or Force without authority to do so.

Team members must not allow their personal interest to conflict with those of the office or force. A person’s position or authority must not be used to confer an advantage or disadvantage to any other person or process.

Team members are required to firstly request formal approval of any interests, such as secondary employment, at the appropriate level in line with the office policy and their Contract of Employment, then complete the relevant paper work in order to register it. All gifts and hospitality benefits are to be declared and recorded on the Hospitality Register.

Unless otherwise stated all members of the Commissioners team, with the exception of the Commissioner and Deputy Commissioner are politically restricted posts.

1. **Conduct**

Team members represent the Police and Crime Commissioner both in and out of working hours, therefore conduct at all times should be reflective of the values and vision of the office.

People must be conscious of using and viewing social media and its content. Ensuring at all times they do not take part in any activity that could undermine the vision and values of the Police and Crime Commissioner.

Whilst individuals are responsible for their own diary management, it is important to start work punctually and be transparent in relation to working locations and times. Team members should ensure they are presented appropriately for the tasks that they are undertaking.

1. **Appointment and Employment Matters**

Individuals should not be involved in appointments, or decisions relating to discipline, promotion or grading when related to or has a close personal relationship with that person outside of work.

1. **Challenging and Complaints**

Every individual team member has a duty to challenge unethical or unprofessional behaviour and should be confident to do so, irrespective of seniority or grade, as long as this is done in an appropriate manner and forum.

Any complaint that an employee has or is thought to have breached this Code of Conduct should be made to the Chief Executive (Monitoring Officer) or Strategic Lead for Quality, Standards and Compliance (Deputy Monitoring Officer). Any complaint relating to the Chief Executive should be made to the Police and Crime Commissioner.