



CODE OF CONDUCT



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INTRODUCTION

This Code of Conduct has been developed by Ayrshire360 taking account of COSLA's National Code of Conduct for Local Government Employees.

The public expects a high standard of conduct from all Trust employees. This Code, which is based on the recommendations of the Nolan Committee on Standards of Conduct in Public Life, sets out the minimum standards the Trust expects of you as an employee.

The purpose of this Code is to provide you with clear advice and guidance about your rights and your duties at work. It does not affect your rights and your responsibilities under the law or the Trust's duty of care to you as an employee.

Employees involved in processing applications for services or resources, licences or statutory consents and those involved in the procurement of goods and services, need to be particularly vigilant in complying with the Code.

Accordingly, where you are in any doubt that any action you take may involve a conflict of interest you should err on the side of caution and take advice from the Chief Officer of the Trust before proceeding.

Should you have any other enquiries arising from the Code you should contact your Line Manager in the first instance for guidance. You can also contact the Corporate Team at EALeisureHR@ayrshire360.com

The Trust provides a wide range of services, some sections of the Code may be more relevant to some employees than others. The Code applies to all employees and all employees must comply with the Code at all times.

Any breach of the Code will be investigated and dealt with under the Trust's Disciplinary Policy and Procedures and may give rise to disciplinary action. The Disciplinary Policy and Procedures give some examples of misconduct likely to result in disciplinary action. You should also comply with the Code where you are appointed as a representative of the Trust on any Organisation, Trust or Company.

All employees must comply with all the relevant Trust policies and procedures at all times whether or not they are expressly referred to in this Code.

The Code incorporates "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life. These are listed on the following page, altered slightly to place them in a public body context.

PRINCIPLES

THE SEVEN PRINCIPALS OF PUBLIC LIFE

Selflessness

You should not take decisions, which will result in any financial or other benefit to yourself, your family or your friends. Decisions should be based solely on the Trust's best interests.

Integrity

You should not place yourself under any financial or other obligation to an individual or an organisation, which might influence you in your work with the Trust.

Objectivity

Any decisions, which you make in the course of your work with the Trust, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, must be based solely on merit.

Accountability

You are accountable to the Trust as your employer. The Trust, in turn, is accountable to the public.

Openness

You should be as open as possible in all the decisions and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by Trust policy or by the law.

Honesty

You have a duty to declare any private interests, which might affect your work with the Trust.

Leadership

If you are a Manager, you should promote and support these principles by your leadership and example.

1. RELATIONSHIPS

1.1 THE PUBLIC

You may have contact with members of the public as users of services, clients or citizens. You should always be courteous and helpful. You should deal fairly, equitably and consistently with each member of the public and you must follow the Trust's Equal Opportunities Policy. A copy of this Policy is available on the Trust intranet or by contacting the People Team within Organisational Culture.

The Trust's Customer Service Standards set out our expectations of customer care expected from Trust employees and you should adhere to these guidelines in all your dealings with customers and members of the public. Details of the Customer Service Standards are available on the intranet.

1.2 TRUSTEES

The National Code of Local Government Conduct gives the following guidance on the relationship between Trustees and employees –

"Both Trustees and employees are indispensable to one another, but their responsibilities are distinct. Trustees serve as long as their term lasts. Employees are responsible to the Trust. Their job is to give advice to Trustees and the Trust, and to carry out the Trust's work under the direction and control of the Trust, their committees and sub-committees."

"Mutual respect between Trustees and employees is essential. Close personal familiarity between individual Trustees and employees can damage the relationship and prove embarrassing to other Trustees and employees."

This guidance is adopted from the National Code of Conduct and the principles apply equally to relationships between Trustees and employees within the Trust.

1.3 CONTRACTORS

You must be fair and impartial in your dealings with contractors, sub-contractors and suppliers.

If it comes to your knowledge that a contract in which there is a personal interest, whether direct or indirect (not being a contract to which you are party), has been or is proposed to be, entered into by the Trust you shall, as soon as practicable, give notice in writing to the Chief Officer of the personal interest therein.

If you are an employee who has both a "client" and "contractor" responsibility in the tendering process, you must observe the requirement for accountability and even-handedness in undertaking these two roles. If you are involved through your role in the Trust with engaging the services of any contractor either directly or indirectly to undertake work for the Trust, and that contractor has in the past or may in the future be engaged by you to undertake work for you personally, you must declare your use of the contractor to the Chief Officer of the Trust. The Employee Register of Interest form, enclosed here at Appendix B, must be completed and you must comply with the decision of the Chief Officer of the Trust in accordance with Section 14 of this Code of Conduct. You must ensure that you do not receive any benefit or enhancement from the contractor as a result of the Trust's relationship with the contractor.

If you have access to confidential information on tenders or costs for either internal or external contractors, you must not disclose that information to any unauthorised individual or organisation.

1.4 COLLEAGUES

All employees should work together in the best interests of service users.

Employees should respect each other, their beliefs and opinions and behave in a fair and reasonable manner toward all others in the execution of their duties. Employees must comply with all reasonable requests made of them by their managers in the fulfilment of their duties and in compliance with the Trust's policies and procedures. In particular, the Trust's Dignity at Work Policy and Disciplinary Policy & Procedures apply, and these can be referred to for examples of employee conduct which would be considered unacceptable.

2. CONFLICTS OF INTEREST

As a Trust employee, you must not allow any private interest to influence your decisions.

You must not use your position in a paid or unpaid basis to further your own interests or the interests of others who do not have a right to benefit under the Trust's policies.

You may have a private interest, which relates to the work of the Trust. That interest may be a financial one or one that may involve undertaking or supporting activities on behalf of an individual, company or community body related to the private interests of you, as an employee of the Trust, close family members or those living with you.

In relation to all of these matters, you are required to consider whether a member of the public might reasonably think that having regard to all the relevant information, the private interest, or relationship could influence your judgement or decision making, as a Trust employee, therefore all such interests must be declared in writing to the Chief Officer.

If you are a member of an organisation or a club, and membership might result in a conflict of interest in relation to any aspect of your work with the Trust, you must declare this membership to the Chief Officer. This applies equally to membership of organisations or clubs, which are not open to the public.

The Employee Register of Interest form, enclosed here at Appendix B, must be completed and you must comply with the decision of the Chief Officer in accordance with Section 16 of this Code of Conduct.

3. OPENNESS AND DISCLOSURE OF INFORMATION

The Trust's decision-making process must be transparent and open. The Trust must, by law, provide the public with clear and accessible information about how it operates.

Legislation governs how information is managed and the circumstances under which it can be disclosed e.g. the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 2020 as amended.

There are some exceptions to the principle of openness where confidentiality is involved, and information may be withheld, for example, if it would compromise a right of personal or commercial confidentiality. This does not apply where there is a legal duty to provide information. Exceptions to the requirement to disclose information are rare.

It is your responsibility to ensure that you know whether the information available to you during the course of your employment with the Trust may be disclosed to the public. If you require further clarification on this matter, you must contact your Line Manager or a representative from East Ayrshire Council's Freedom of Information or Information Governance Manager representative before taking any action.

The Trust has an effective complaints procedure in place for the public to use when things go wrong. You must comply with the Trust's complaints procedures, which are available on the intranet.

4. WORK OUTSIDE AYRSHIRE360

With the exception of the Chief Officer, where separate arrangements apply requiring them to obtain the express consent of the Chair of the Board of Trustees if they wish to undertake paid work outwith the Trust, no restriction shall be placed on employees undertaking other work of a paid or unpaid nature outwith normal working hours, provided:

- the additional work does not interfere with or impair the employee's ability for the efficient execution of duties within the Trust's service;
- any work carried out does not involve the employee using Trust vehicles, plant, premises, equipment, materials or any other Trust resources (both on and off site);
- any work carried out is not undertaken while the employee is in a Trust uniform or where the employee can be identified clearly as being an employee of the Trust whilst undertaking this work e.g. wearing of Trust identification and this work does not extend into Trust time;
- no employee undertakes paid or unpaid work for a private client to prepare any applications, drawings, reports or other documents which will be submitted to the Trust for the purpose of obtaining any licence, consents, warrant, or other form of statutory permission on behalf of that client;
- no employee undertakes paid or unpaid work for a private client where the Trust has been, or could be involved in the transaction or other business;
- no employee undertakes paid or unpaid work for a private client where the work may, or would, impinge on, or otherwise affect, the Trust's interests;
- any work does not involve the employee in exceeding the average weekly limit under the Working Time Regulations.

This procedure is in your interests and will protect you. Therefore, should you have any doubt about your personal position, you should consult, and if required, get the consent of the Chief Officer.

In granting permission to Directors, the Chief Officer will have due regard to the requirements set out in this section.

It is recognised that some categories of employees may be asked by friends, colleagues or relatives to provide advice or assistance in preparing a business transaction with the Trust. This is considered to be reasonable. It must be unpaid work and no gift or hospitality should be accepted by the employee concerned for providing the support and assistance. However, in the interests of openness, transparency and conformance with this Code, employees should declare formally, in writing, any such provision of advice or assistance to the Chief Officer. This will ensure that the Chief Officer is aware of the interest and that arrangements are in place to ensure objectivity within the decision making aspects of the business. Employees providing advice or assistance in these circumstances are expressly prohibited from being involved in any evaluation or approval of business submissions to the Trust.

All employees may accept invitations to make presentations at seminars or similar events or undertake lectures appropriate to their professional qualifications. Where such lectures are given outwith normal office hours any fees may be retained. For lectures given within normal office hours, any fees received, excluding out-of-pocket expenses, shall be paid to the Trust or the time off must be set against the employee's annual leave entitlement.

Employees, who participate in Community Emergency Services, e.g. retained fire fighters, etc., will be granted paid leave of absence to attend emergencies, which occur within normal working hours.

5. GIFTS AND HOSPITALITY

Employees of the Trust are occasionally placed in a position where they have to decide whether to accept offers of gifts or hospitality from organisations or businesses associated with the Trust. Often these can come from people who wish to become associated with the Trust or who already have commercial links with the Trust.

It is recognised that the offer of gifts or corporate hospitality can often be a normal part of business for some organisations. On the other hand, there have been instances elsewhere where inappropriate acceptance of gifts or hospitality has prejudiced or has been perceived to prejudice the decision making and good name of public sector organisations. This code offers guidance to employees faced with making a decision on whether or not to accept gifts or hospitality.

Whilst not wishing to enforce regulations which are over rigid and do not take account of individual circumstances, it is imperative that the reputation of the Trust and its standing in the community be protected at all times. This will always be the prime consideration in any decision regarding the acceptance of gifts or hospitality by employees. You should therefore consider carefully all offers of gifts and hospitality and, if in doubt, err on the side of caution. Where you decline a gift or an offer of hospitality you should do so politely and inform the person making the offer of the procedures and standards operating in the Trust. It is not acceptable to accept repeated gifts or hospitality from the same source.

You are personally responsible for all decisions made relating to offers of gifts or hospitality that you receive in the course of your employment. If in doubt as to the proper course of action to take, you should seek the advice of your line manager. However, it must be stressed that the responsibility for any decision to accept an offer remains with yourself even where you receive advice or authorisation to accept, so if you continue to have doubts you should decline the offer.

5.1 GIFTS

5.1.1 The general rule should be to refuse, tactfully, offers of gifts from businesses, organisations, or individuals who are associated, or wish to be associated, with the Trust commercially. Gifts should also be refused from organisations or individuals who are seeking, or at some stage in the near future may reasonably be expected to seek, a particular decision or action from the Trust.

It is important to note that in the context of the Code of Conduct the term 'gifts' is defined not only as goods or items that have more than a value of £50 but also as the provision of services (professional, technical, financial etc.) which again would have more than a value of £50 if supplied on a commercial basis.

Additional consideration should be given to the following areas where exceptions can apply:

Twinning Gifts

The clear exception to the above guidelines is in relation to twinning gifts or gifts from overseas visitors or civic dignitaries. It is accepted that the offer of gifts by these individuals is normal practice and to refuse them could have a negative impact on the image of the Trust.

Community Events

Where an officer undertakes a particular task relating to a community based event such as a School Prize Giving, Gala Day or Fête opening or Scout or Boys Brigade Inspections then a gift or hospitality can be accepted. To refuse would be likely to cause offence and would adversely affect the Trust's civic role.

Promotional Goods

Another exception to the general presumption to refuse gifts relates to modest gifts of a promotional nature. Calendars, diaries, stationery, pens etc. are often offered. These gifts can be accepted where they are clearly promotional goods and have only modest value of up to £10.

5.2 HOSPITALITY

5.2.1 As with Gifts, the general rule should be to refuse, tactfully, offers of hospitality from businesses, organisations, or individuals who are associated, or wish to be associated, with the Trust commercially. Hospitality should also be refused from organisations or individuals who are seeking, or at some stage in the near future may reasonably be expected to seek, a particular decision or action from the Trust. However, hospitality and entertaining are normal business activities in particular sectors and indeed, the Trust itself is likely to engage in corporate entertaining on occasion. Clearly, the decision on whether or not to accept such offers is a matter of judgement on the individual case but the following considerations should be made:

- Is the level of hospitality offered reasonable?
- Is corporate hospitality a normal part of the business of the company or organisation?
- Is similar hospitality being offered, or has it been offered in the past, to colleagues in other Council's or Leisure Trusts?
- Is there an opportunity to promote the Trust's image or standing in the community or in the business sector by accepting the hospitality?
- Will the acceptance of hospitality prejudice, in any way, the good standing and reputation of the Trust in the community and in the public eye?
- Would a member of the public, with knowledge of the relevant facts, reasonably regard the hospitality as likely to influence your discussions or your decision making in your role as a Trust employee?

5.2.2 It is unlikely that there will ever be a situation where offers of hospitality, which involve a significant amount of paid travel or residential stays for leisure purposes, would ever be acceptable.

5.3 REGISTER OF OFFERS OF GIFTS OR HOSPITALITY

5.3.1 The action of the Trust in respect of offers of gifts or hospitality should be open to public scrutiny at all times. All offers of gifts or hospitality should be recorded on a copy of the attached form (see Appendix A) and should be forwarded to the Chief Officer to enable them to be held centrally.

These forms will be available to the public and Trustees on request. Any offers, which are declined, should also be recorded.

5.4 ROLES AND RESPONSIBILITIES

5.4.1 It is the responsibility of all Managers to ensure that employees within their section, at all levels, are aware of these guidelines on offers of gifts or hospitality and aware of the need to complete the register.

5.5 GENERAL PRINCIPLES AND CONSIDERATIONS

5.5.1 The following principles should be considered at all times when deciding whether to accept a gift or hospitality.

- Will the reputation of the Trust and its standing in the community be enhanced or diminished as a result of accepting or rejecting the offer?
- Could you easily justify your decision to the Trust, press, or the public?
- Is the offer of the gift or hospitality part of the normal business practice of the company, organisation, or individual?
- Has a similar offer ever been made to and accepted by colleagues in Councils or other Leisure Trusts?
- Is the motivation behind the invitation or offer absolutely clear?
- Could any decision of the Trust either now or in the future be prejudiced in any way by the acceptance or otherwise of the offer?
- Is the extent of the hospitality or the nature of the gift reasonable and appropriate?
- Is the company or organisation involved in the procurement process for the Trust business or support on which decisions will be taken in the immediate future?
- Whether a member of the public, with knowledge of the relevant facts, would reasonably regard the gift or hospitality as likely to prejudice your discussion or decision making in your role as a Trust employee?

5.5.2 Where an employee is in any doubt about the acceptance of hospitality then they should raise the matter with the Chief Officer.

6. BRIBERY AND CORRUPTION

It is a serious criminal offence under the provisions of the Bribery Act 2010 to participate in any act of 'active' bribery (that is offering, promising or giving a bribe) or 'passive' bribery (that is requesting, agreeing to receive or accepting a bribe) in the course of your work with the Trust.

It is important for you to understand that it is a very serious criminal and disciplinary offence to behave in a corrupt manner in the course of discharging your duties for the Trust. That is to dishonestly exploit in any way the responsibilities and powers of the post you hold with the Trust for your own personal gain.

If you become aware of any act of bribery or corruption within the Trust or in any organisation wholly or partly funded by the Trust you must report it immediately to an appropriate senior officer. Alternatively, you may report it under the provisions of the Trust's Whistleblowing Policy.

The Whistleblowing Policy can be obtained from the Trust's intranet.

7. USE OF EAST AYRSHIRE LEISURE EQUIPMENT AND RESOURCES

The Trust is required by law to achieve value for money by ensuring that it has arrangements for securing economy, efficiency and effectiveness in the delivery of services. You and your colleagues serve the public, and you must remember this principle when you use Trust equipment, materials and resources, in order to ensure value for money.

It is important that you are aware that unauthorised use of Trust vehicles, plant, premises, equipment, materials or any other Trust resources is a serious disciplinary offence. Personal use of such Trust resources is not permitted except where expressly exempted e.g. when carrying out Trust related activities whilst working from home, use of Trust computers to access the internet during breaks in accordance with the IT Acceptable Use Policy. Nor can any employee source, price or order goods and materials for personal use or any other non-Trust business through any Trust procurement employees or processes, including Store employees.

Employees must not use any East Ayrshire Leisure resources in any outside work.

8. I.T. SECURITY

The Trust has developed an 'Acceptable Use Policy' governing the Personal Use of Communications Systems', which provides guidance on the use of the internet, email and telephony at work to minimise the Trust's exposure to these risks; explains what users can and cannot do; provides information on all monitoring systems in use; explains the consequences for users and the Trust if users fail to follow the rules set out in the Policy and provides basic housekeeping guidelines and recommendations. All use of the Trust's Communications Systems must be in accordance with the Acceptable Use Policy at all times.

The main aspects of the Policy are summarised as follows:-

- **All employees have access to the Internet, the Trust's e-mail system and have the ability to email out with the Trust.**
- **All employees have access to the Trust's telephone network.**
- **Employees will not be charged for personal use of Internet access or the Trust's e-mail system, but will reimburse the Trust for personal telephone use.**
- **Other than in cases of emergency, personal use of these facilities will be restricted to meal breaks and/or pre and post-normal working day. These restrictions also apply to the use of personal mobile phones.**
- **The Chief Officer or Executive Lead(s) retains the right to deny or withdraw Internet and/or email access at any time.**
- **All Internet access will be automatically monitored with monthly usage reports available to the Chief Officer as appropriate.**
- **All external and internal e-mails will be automatically monitored with monthly usage reports highlighting inappropriate use to the Chief Officer as appropriate.**

- **All employees are required to agree that they accept the 'Acceptance and Declaration Guidelines' whenever they switch on their East Ayrshire Leisure computer or laptop.**

You should adhere to the Policy in your use of the Trust's computer equipment. Failure to do so may lead to disciplinary action being taken.

9. APPOINTMENTS

The Trust has a Recruitment and Selection Policy and Procedures, which sets out the basic principles, which must be taken into consideration to enable the Trust to achieve a corporate and consistent approach in the critical area of recruitment and selection and to comply with employment legislation and associated codes of practice. A fundamental principle of the Trust's Policy is that all employees involved in the process will be appropriately trained. Accordingly, if you have not received training in the Trust's Recruitment and Selection Policy and Procedures you should not participate in the interview process.

If you are involved in the appointment process and have a personal relationship with an applicant, which could be deemed to affect your impartiality, you should declare your possible interest to your supervisor, with a view to being excluded from the selection process.

Canvassing of Trustees or employees of the Trust, directly or indirectly shall disqualify the candidate.

All appointments must be made on the basis of merit.

Copies of the Recruitment and Selection Policy and Procedures are available from the Trust's intranet.

10. CONTACTS WITH THE MEDIA

In your work with the Trust, you should not have contact with the media unless such contact is authorised by the Chief Officer or nominee.

If you are contacted by a member of the media regarding the business of the Trust, you should politely decline to comment and refer the matter to the Chief Officer or nominee.

This procedure is in your own interests and will protect you.

11. POLITICAL NEUTRALITY

The public expects you to carry out your duties in a politically neutral way and this must be respected by Trustees. The political activities of a small number of employees are restricted by law.

You must serve the Trust and all Trustees, regardless of their political outlook, in accordance with this principle. The Chief Officer and senior managers have ultimate responsibility to help ensure that the policies of the Trust are implemented. You must implement the policies of the Trust irrespective of your personal views.

If you are asked by a Trustee to provide assistance with a matter, which is, clearly party political or which does not have a clear link with the work of the Trust; you should politely refuse and inform the Trustee that you are referring the matter to the Chief Officer.

12. APPEARANCE AT WORK

The Trust is committed to providing equality throughout the provision of all our services. All employees, in the course of their duties, should not wear or display anything in the course of their duties that may put this in jeopardy, cause offence or encourage factionalism within the Trust or the wider community. This also applies to virtual meetings where consideration should be given to appropriate surroundings and backgrounds.

In particular, in order to ensure the above objectives are met, all employees while at work or attending any work related functions held outside of normal working hours either on or off the Trust's premises should not wear any football colours or emblems. In addition, they should not wear any insignia, monogram or regalia that are indicative of membership of or support for any club or society, whether private or public which may be viewed as causing offence or prejudice.

Whilst the Trust does not have a formal dress code, all employees are expected to have a presentable appearance with uniforms being appropriate for each venue or service area. In addition to items mentioned above, ripped or light-coloured denims, or open-toed shoes are not considered to be appropriate attire for Trust employees. Shorts will only be allowed if deemed appropriate for the service area and/or venue.

While at work, employees are representatives of the Trust and should, at all times, demonstrate our values and behaviours. An integral part of those values is the intention on the part of the Trust to create and maintain an identifiable appearance that reflects sensitivity to the various social and cultural strands within East Ayrshire.

Where uniforms are provided, employees must ensure these are worn during working hours. Quality and condition of uniforms is integral to upholding our standards, therefore they will be replaced as and when required.

Staff should always be easily identifiable through both their uniform and method of personal identification. You will have been provided with a name badge and/or lanyard and these must always be worn whilst on duty.

The general public must be able to perceive in the appearance of an employee nothing that might undermine the notion that the Trust has a commitment to equality in the provision of its services. The Trust will ensure that the implementation of this provision will be fully compliant with its strategy for equality and diversity both as an employer and a deliverer of services.

13. USE OF SOCIAL NETWORKING MEDIA

This section of the Code provides guidance on the use of social networking sites to ensure that employees are aware of the consequences of any potential misuse.

This guidance applies to the use of Social Networking Sites in all circumstances, even when the employee is not at work. For reasons outlined below, the Trust has valid reasons in this context to be concerned about an employee's conduct outwith normal working hours.

The use of online social networking media has grown over the past few years and employees of the Trust are using a number of social networking sites e.g. Facebook, Tik Tok etc.

Employees have a right to a personal life and provided they do not breach reasonable conduct guidelines, this is respected by the Trust. However, the Trust may have valid concerns about the way employees conduct their personal lives with regard to breaches of confidentiality or bringing the Trust into disrepute, e.g. by making derogatory statements about the Trust, fellow employees or others such as service users etc. or by posting material, which although not directly concerning the Trust could still be reasonably considered to be offensive, defamatory or discriminatory. This is the same whether any misconduct happens online or offline.

The positive aspects of social networking sites include creating and developing work-related relationships; keeping in contact with relatives; research and communication.

Employees must not post online using a social network site anything, which could constitute a negative and damaging communication about the Trust, work colleagues or service users. Such action could be regarded as bringing the Trust into public disrepute and may result in disciplinary action being taken against them.

Similarly if an employee uses a social network site to defame, harass, create a hostile work environment or post any discriminatory material about work colleagues then this may be regarded as bullying and harassment, which could also result in disciplinary action being taken against the employee concerned.

Employees therefore need to reflect on what they say online about the Trust or work colleagues before actually posting any information.

A number of Trust employees, in the course of their duties, will have access to sensitive and confidential information including personal details of a member of the public who is using the services of the Trust. On no account, should an employee ever disclose any such sensitive or confidential information or make reference of any type about a service user on a social networking site and any failure to comply with these requirements may result in disciplinary action being taken against the employee concerned.

A number of Trust employees come into contact with the public in the normal course of their employment. Their job may require them to be able to engender a degree of trust and confidence from the members of the public or client group with whom they deal. Employees in this situation therefore should consider carefully the 'persona' they wish to portray on a social networking site. In particular, any offensive, defamatory or discriminatory content which would, or would be likely to, damage the Trust's reputation and/or would, or would be likely, to have an adverse impact on the mutual trust and confidence which is essential to every contract of employment may lead to disciplinary action against the employee concerned, even where the content may not specifically be about the Trust, its employees or service users.

In summary when using social network sites, all employees should at all times be aware of their continuing responsibilities to the Trust.

14. YOUR RIGHTS AS AN EMPLOYEE

14.1 PUBLIC STATEMENTS

As a resident, you are entitled to express your views about the Trust, provided you do not make use of any confidential information gained through your work with the Trust. However, you should not, in your work capacity, criticise the Trust either through the media, at public meetings or in any written communication with members of the public.

14.2 ACCESS TO YOUR TRUSTEE

As a resident, you are entitled to raise with your Trustee any complaint, which you have about the services of the Trust. If your complaint concerns any aspect of your work with the Trust, however, you must make use of the Trust's Grievance Procedure. A copy of the Grievance Procedure is available on the intranet.

14.3 FAIR AND REASONABLE TREATMENT AT WORK

You are entitled to expect fair and reasonable treatment from your colleagues, Managers and from Trustees. If you feel that you have been unfairly treated or have been discriminated against, you are entitled to make use of the Trust's procedures. Copies of the Grievance Procedure and Dignity at Work Policy and Procedures are available on the intranet.

There may be rare occasions when you have a concern relating to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of a colleague, a Trustee, a member of the public or another organisation. To allow you to raise confidentially within the Trust issues such as these, the Trust has approved a Whistleblowing Policy. A copy of the Whistleblowing Policy is available on the intranet.

15. OTHER EAST AYRSHIRE LEISURE POLICIES AND PROCEDURES

In considering the obligations and responsibilities placed on you by this Code of Conduct you should have regard to other Trust policies and procedures including:-

- Disciplinary Policies and Procedures
- Financial Regulations
- Scheme of Delegation and Administration
- Whistleblowing Policy
- Recruitment and Selection Policy
- The Equal Opportunity Policy and Equality Schemes
- Dignity at Work Policy

Copies of these Policies and Procedures are available from East Ayrshire Leisure's intranet.

16. DECLARATION OF INTEREST

Any declaration of interest in relation to any part of this Code of Conduct should be made to the Chief Officer. You and the Chief Officer must complete the Employee Register of Interest form, a copy of which is produced here at Appendix B. You will agree the appropriate course of action with the Chief Officer who will sign and retain the form. You shall comply with the decision made. In the event that you are not satisfied with the decision of the Chief Officer, you will require to raise your dissatisfaction through the Trust's Grievance Procedure.

17. DECLARATION OF MEDICAL CONDITIONS

All employees have a responsibility for the health and safety of themselves and others and must inform the Trust of any underlying health condition that may impact on their ability to undertake their role safely. In addition to information provided through pre-employment health checks, employees must advise their manager of any change to disclosed conditions or when medical investigations are underway, that may impact on their ability to undertake their role safely.

Where an employee's health impacts on their ability to continue to carry out their role safely, the Trust will support the employee through the appropriate policies, to secure suitable alternative employment.

18. B.E.S.T.

This approach reflects the B.E.S.T. values and behaviours which the Trust has agreed will be embedded within our employment policies to ensure that Trust are providing a caring and sympathetic approach to all aspects of our employees lives.

19. EQUALITIES

Quality, Equality, Access and Partnership are the core values of the Trust and we are committed to ensuring that all our employees including our BAME, disabled and LGBT+ employees have safe and supportive work environments to thrive and that Equalities is at the heart of everything we do. We will do this by ensuring our Policies are clear and take account of all protected characteristics and will work in partnership with our employees, local communities, our wider equality partners and businesses to actively identify and end all forms of discrimination and gender based violence.

20. REVIEW

This Policy will be reviewed at two yearly intervals in accordance with the Policy Review Schedule. The Policy will be assessed to determine whether a desktop or full review is required taking account of operational experience or impending legislative changes. In the event of significant changes affecting the Policy, the review will be brought forward.

Record of Change

Date Reviewed
January 25

GIFTS AND HOSPITALITY RECORD

Name	
Designation	
Name of company or organisation offering hospitality or gift	
Nature of hospitality or gift	
Date, Venue & Event (if relevant)	
Whether or not accepted	
Any other relevant information	
Your signature	
Chief Officer's signature	
Date	

Completed forms should be returned to EALeisure-CorporateAdmin@ayrshire360.com

DECLARATION OF INTERESTS

I declare an interest in Ayrshire360's business under the following sections of the Code of Conduct. Please tick the appropriate box:

Section 1.3 Contractors

Section 2 Conflicts of Interest

Section 4 Work outside Ayrshire360

Description of Ayrshire360 work to which your declaration relates:

Signed: Date:

Print Name:

Section:

Chief Officer or nominee:

I confirm that the above employee has made full disclosure to me of the above issues and the following action has been agreed:

Employee to cease all involvement in the activity

Employee to continue involvement in the activity

Signed: Date:

Designation:

Completed forms should be emailed to EALeisure-CorporateAdmin@ayrshire360.com