

## **CODE OF CONDUCT FOR STAFF**

### **1. Policy**

We expect that SEEDA employees will, at all times, behave professionally and with integrity. You should respect the sensitivity and confidentiality of the information that you have access to, exercise good judgement regarding the most effective use of resources and ensure the highest standards of conduct and service to the public and our partners.

### **2. Scope**

This Code of Conduct applies to all employees of SEEDA.

It sets out the standard of behaviours expected of employees and is based upon Cabinet Office Guidelines. It should be read in conjunction with the relevant sections of SEEDA's Financial Procedures (in particular Section 8 – Procurement & Contracts; Section 20 – Gifts & Hospitality; and Appendix 4 – Corporate Governance/Anti-Fraud & Corruption Policy and Guidance).

It should also be read in conjunction with the Policy for Data Security & Equipment use which sets out requirements for handling data.

Anyone contravening any aspect of this Code of Conduct is liable to disciplinary proceedings.

Nothing in this Code of Conduct should be taken as overriding existing statutory or common law obligations. Subject to this proviso, you should act in accordance with the Code of Practice on Access to Government Information and the Freedom of Information Act.

### **3. Duties, responsibilities and accountabilities**

You should familiarise yourself with the contents of this Code of Conduct and should act in accordance with the principles set out in it.

You have a duty to do the following:

- Discharge your public functions reasonably and according to the law
- Recognise any ethical standards governing your particular profession

The Chief Executive, who is the designated Accounting Officer, has overall responsibility, working under the Board for propriety in a broad sense, including conduct and discipline.

You should be aware:

- Of your accountability to SEEDA's Board, who employ you
- Your accountability to the Chief Executive who, as Accounting Officer, is accountable through the Department for Business and Regulatory Reform (BERR) to Parliament for SEEDA's independence, effectiveness and efficiency
- Of the respective roles of the Sponsor Department (BERR) and SEEDA as set out in the Management Statement

You should conduct yourself with integrity and honesty and you should not deceive or knowingly mislead SEEDA managers, the Board, the Sponsor Department, Ministers, Parliament or the public.

#### **4. Conflict of interest**

You should abide by the rules adopted by SEEDA in relation to private interest and possible conflict with public duty, the disclosure of official or confidential information and political activities. You should not misuse your official position or information acquired in your official duties to further your private interests or those of others.

You should ensure that any possible conflicts of interest are identified at an early stage and appropriate action is taken to resolve them. This is particularly relevant if you are working on contract procurement. In any event, all employees are required to complete a Staff Declaration of Interest form on an annual basis or when requested by SEEDA, even if there is a nil return.

If it comes to your knowledge that a contract in which you have any pecuniary interest, whether direct or indirect has been, or is proposed to be, entered into by SEEDA, you shall, as soon as is practicable, give notice in writing to SEEDA of the fact that you have an interest in the contract. Clearly this does not apply to any contract to which you are a party.

#### **5. Integrity**

You should not use your official position to receive, agree to accept or attempt to obtain payment or other consideration for doing, or not doing, anything or showing favour, or disfavour, to any person. You should not receive benefits of any kind from a third party which might reasonably be seen to compromise your personal judgement and integrity. Under the Prevention of Corruption Act 1916, employees of public bodies may be required to prove that the receipt of payment or other consideration from someone seeking to obtain a contract is not corrupt.

## **6. Relations with the public and partners**

When you deal with the affairs of the public and work with partners you should do so sympathetically, efficiently, promptly and without bias or maladministration. You should offer the highest standards of conduct and service. SEEDA's Standards of Service and Access to Information document is available on SEEDA's website and in hard copy from the Communications teams.

## **7. Use of resources**

SEEDA employees should endeavour to ensure the proper, economical, effective and efficient use of resources.

## **8. Official information**

All employees owe a general duty of confidentiality to their employer at common law. You are, therefore, required to protect official information held in confidence and should not disclose information of a confidential nature gained in the course of your duties unless you are authorised to do so. Neither should you make any use whatsoever of official information solely gained as a result of your employment save for the purpose of that employment, without prior consent.

You are required to continue to observe the duty of confidentiality after you have left SEEDA's employment.