



**SOUTH LANARKSHIRE
Leisure & Culture**

Conditions of Service

Section Seven - Standards and codes of conduct

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28. Equality and Diversity

Policy Statement - General

- 28.1 South Lanarkshire Leisure and Culture has an Equality and Diversity Policy that governs all aspects of employment.
- 28.2 The Trust wants to ensure that the workplace is free from any form of discrimination, harassment or victimisation; all incidents of this nature will be addressed promptly and appropriately. To assist in achieving this aim, equality and diversity standards will be integrated into employee job profiles as a core element of job competency. This will ensure all employees understand that equality and diversity is the responsibility of all.
- 28.3 The Trust views discrimination, harassment or victimisation at work as a serious matter. Any employee who feels that they have been the victim of unfair treatment should make reference to the Dignity at Work Policy, Grievance Procedures or relevant Complaints procedure. Alternatively employees may wish to raise the matter with their line manager, or the HR Department or their Trade Union representative or contact. All complaints will be fully investigated and dealt with in the strictest of confidence.

Definition of Equal Opportunities

- 28.4 Equal Opportunities means the prevention, elimination or regulation of discrimination between persons on the grounds of age, disability, gender, gender identity, race, caring responsibilities, sexual orientation, employment status, ex-offenders, religion or belief and Trade Union activity.
- 28.5 The equal opportunities principle of fairness for all must underpin every aspect of the Trust's work in combating all forms of discrimination, harassment and victimisation in the workplace. This will ensure that the Trust has a diverse workforce that is representative of the community that it serves and that it is getting the most from individual employees' skills abilities and knowledge.

Dignity at Work

- 28.6 South Lanarkshire Leisure and Culture aims to provide a working environment, which creates openness, trust and teamwork. A range of policies and procedures have been developed to encourage this for example, the communication procedure, employee development programme, employee recognition scheme and the equality and diversity policy.
- 28.7 Everyone involved in the workplace, whether employee, supervisor, manager or Trade Union representative must be alert to any instances of bullying, harassment, discrimination or victimisation. The objective of this policy is to establish a framework which will ensure that instances of unacceptable behaviour do not happen. Where they do, inaction is not an option and all appropriate steps will be taken.

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29. Codes of Conduct and Practice

Introduction

- 29.1 The Code of Conduct has been developed to set out the minimum standards of Conduct expected from all staff.
- 29.2 The Code sets out the minimum standards which are expected of all employees of South Lanarkshire Leisure and Culture. The standards will be used as a benchmark of good practise. The Code also incorporates the code of corporate governance.
- 29.3 The Code does not affect employees' rights and responsibilities under the law. Its purpose is to provide clear and helpful advice. While a breach of the Code may give rise to disciplinary action, it is designed to provide guidance on the standards of conduct expected. Any employee who has difficulty in meeting any of the standards contained in the Code, should contact their line manager, the HR section or Trade Union Official for advice.
- 29.4 The Code of Conduct is issued to all employees on commencement of employment with the Trust and it includes:-
- Code of Corporate Governance
 - Personal Conduct
 - Dress Code
 - Relationships – SLC Elected Members, the Public and Service Users
 - Conduct towards Colleagues
 - Voluntary Bodies or Organisations
 - Confidentiality – General duty
 - Private Information Relating to Employees
 - Political Neutrality
 - Conflict of Interest - Private Interests, Contracts, Membership of Private Clubs/Organisations or Work with Voluntary Groups, Paid Employment Outside the Trust
 - The giving of Lectures, Broadcasts etc.
 - Use of Trust Equipment or Resources
 - Security of information
 - Disclosure of Information - Data Protection Act 1998
 - Contact with the Media
 - Confidential Procedure for Reporting Concerns at Work
 - Rights as a Citizen
 - Expression of Personal Views
 - Register of Gifts, Hospitality and Services
 - Operation of Personnel Policies

Information Security

- 29.12 Information and the Information and Communications Technology systems and networks which deliver it are crucial business assets. Their security is essential to the Trust's effective operation. This means that the Trust must ensure that information can be accessed only by appropriately authorised personnel and that it will be accurate and available whenever they need to use it.
- 29.13 South Lanarkshire Leisure and Culture employees, as well as any working partners, will be provided with appropriate access to the equipment and systems they need to do their work effectively. Everyone using these has a direct responsibility for the security of the information assets.

- 29.14 Access to these information assets and IT systems will be controlled using specific accounts that must be used by the authorised user only.

IT Acceptable Use Policies

- 29.15 Users of South Lanarkshire Council's computer systems (under the Service Level Agreement between the Trust and SLC) are reminded of their responsibilities to use information technology and communications facilities sensibly, professionally, lawfully, consistently with duties, with respect for colleagues and in accordance with the Trust's rules and procedures.

Drivers Handbook

- 29.16 As part of the Trust's policies and procedures relating to Trust vehicles all Trust Drivers are issued with a 'Driver Handbook'. In addition, all Trust vehicles have been provided with a 'Vehicle Log Book' and 'Bump Card'.
- 29.17 The handbook contains advice, details of responsibilities and procedures relevant to the driver's use of a Trust vehicle. The purpose of the log book is to record any vehicle defects, days and hours worked, daily mileage and amount of fuel obtained. The 'Bump Card' provides advice for drivers if they are involved in an accident, whilst using a Trust vehicle.

29.18 Employee Information Booklet

As part of the Trust's policies and procedures in relation to non-fleet vehicles all designated and casual users have been supplied with an Employee Information Booklet. The booklet contains advice, details of responsibilities and procedures relevant to the use of personal vehicles used on official business.

Driving Licence and Insurance Checks

- 29.19 The Trust reserves the right to inspect the driving licence of employees who require to drive Trust vehicles or who are participating in the Trust Car Leasing Scheme. It also reserves the right to inspect the driving licence, Motor Insurance Certificate and MOT Certificate (if appropriate) of employees who use their own vehicles on official business.

Authorised Drivers

- 29.20 Before an employee drives a Trust vehicle they must ensure that they are legally entitled to, and capable of, driving the vehicle. Employees must hold a valid driving licence that covers the type of vehicle they are required to drive.
- 29.21 In addition to this, the Trust operates an 'Authorised Drivers List', which details all drivers who are deemed suitable to drive a Trust vehicle, as found in the Drivers handbook.

Annual Checks

- 29.22 Managers must inspect driving licences for all of their employees who drive Trust vehicles.
- 29.23 This check should be carried out every year and a copy of each driving licence should be taken annually and held on file.

Use of Mobile Phones Whilst Driving

- 29.24 Legislation makes it an offence to use a "hand held mobile phone" while driving a vehicle.

29.25 Employees must never use a hand held mobile phone, radio microphone or computerised job management system whilst driving.

29.26 Although hands-free mobile phones are not specifically covered by the legislation, there is scope for the police to charge a driver with failure to have proper control of their vehicle, or with careless or even reckless driving, if they are seen not to be paying proper attention while driving.

The penalties for these offences range from endorsement of licences through disqualification from driving and even imprisonment in the most serious cases.

29.27 Should an individual user be prosecuted for having insufficient control of their vehicle while using a mobile phone, any penalty will be the responsibility of that individual. The Trust accepts no responsibility for the payment of fines or other penalties imposed as a result of any such prosecution.

29.28 Users therefore should not use mobile communications devices while driving any vehicle while it is used on Trust business. Further, users of any mobile communications should use them in a manner that complies with the law at all times, and on all occasions should find a safe place to work before using any such device in a vehicle

29.29 Employees who have an accident whilst using a mobile phone when driving on Trust business will be expected to use their private motor insurance to meet the costs of damage repairs and any personal injury claims that arise.