

# CODE OF CONDUCT FOR EMPLOYEES

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March 2014

Dear Colleague

## CODE OF CONDUCT FOR EMPLOYEES

The PIRC has now agreed a Code of Conduct for Employees. This is an important document, since it sets out the standards of behaviour the PIRC expects of its staff. You should read it and if you do not understand how the Code applies to you, you should ask your line manager to go through it with you. In future, it will be part of the induction process so all new staff will have it drawn to their attention when they start work.

The Code covers:

- An introduction setting out how the **PIRC's Values** should be translated into the standards of behaviour expected from all staff. It is a requirement for the PIRC to have such a code and in drawing it up we have looked at the standards that apply within the wider public sector and the police service.
- **Diversity and Equal Opportunities** – the PIRC attaches high value to diversity and working to eliminate unlawful discrimination. The Code explains what this means for you.
- **Identifying and Declaring a Conflict of Interest** - it is important to promote public confidence in the PIRC as this could be undermined if it appeared that any member of staff was able to be influenced inappropriately in the way in which they carried out their duties. This section gives guidance on:
  - identifying what may be a conflict of interest for you
  - completing the registration form for your personal file
  - what to do if you are offered a gift or hospitality
  - how what you do outside work could affect your job here
- **Security and Confidentiality of Information** - the PIRC will collect a great deal of very sensitive information and the Code draws your attention to the responsibility you have to keep this confidential and our policies for Security and Data Protection. It also gives you guidance on what to do if you are contacted by the media.
- **Concerns about Improper Conduct** - the Code also explains what you should do if you have a concern that illegal or improper activities may be going on in the PIRC and how you should raise such concerns - this is sometimes called "Whistleblowing". The PIRC has a policy that covers whistleblowing which should be read on conjunction with this policy.

The Code has three forms attached to it:

1. Declaration of interests (staff other than Commissioner and Directors) – your manager will help you fill this out. Once you have done so, you should forward a signed copy to the

Director of Corporate Services who will place it on your personal file. The form will not be made public without your consent but you must keep it up to date.

2. Declaration of interests (Commissioner and Directors) – completed forms must be sent to the Director of Corporate Services for inclusion in personnel files and for inclusion in the PIRC's public register.

3. Employee Gifts and Hospitality Registration form. The Code sets out rules for how you should respond to offers of gifts and hospitality. You need to be very careful about what you accept and in most cases you should not accept any gift or offer of hospitality. If you do, then you must complete a form.

If you have any queries on how the Code will operate, then please raise them in the first instance with your line manager. Alternatively, the Director of Corporate Services will be happy to provide any help or advice on interpretation.

This is an updated procedure and we will be monitoring its operation over the first year and reviewing the Code if necessary. If you have any comments, then please let me or your own manager know.

Yours sincerely

  
**Director of Corporate Services**

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# 1. Introduction

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The PIRC is a values-based organisation. People will work for it because they believe in what it is trying to do. Its core beliefs will be applied in its day to day work, reinforced through induction and training and articulated in actions and words by those who lead the organisation. We will apply these beliefs both to how the PIRC conducts its own affairs and in its relationships with others.

PIRC's values are:

- Fairness and respect for human rights
- Independence
- Diversity
- Integrity
- Openness

## Fairness and respect for human rights

- We use our authority and powers to ensure fairness in the handling of Investigations, Complaints and Assessments concerning the police. Our activities support policing in Scotland by enhancing public confidence and supporting the principles of fairness and justice.
- We discourage a blame culture amongst the police where even appropriate and carefully managed risks are avoided. "What can we learn?" is often a more useful question than "Who is to blame?"

## Independence

We demonstrate our independence by:

- Our resolve under pressure.
- The people we appoint.
- The work we undertake.
- Scrupulously avoiding conflicts of interest.
- Our organisational culture.
- The communications we make.

## Valuing Diversity

- We are open to the experience, insights and skills of people of different race, religion, ethnic origin, gender, sexuality, disability and other backgrounds from both inside the PIRC and from external partners.

## Integrity

- If the PIRC is to hold the police to account then it must maintain the highest standards itself.
- We need to act, and be seen to act, with integrity in both our private and professional lives.
- We act with integrity in our public statements, acceptance of hospitality and gifts, dealings with stakeholders and use of public funds.
- We will be honest about our mistakes.

## Openness

- We seek maximum disclosure and regular communications with all parties during the

- course of a complaint.
- The Commissioner and our Directors communicate information about our work and performance widely.
  - We carefully define what we need to maintain confidentiality or secrecy for operational reasons so that we can protect individuals and retain the confidence of other agencies.
  - We work with stakeholders to develop our policies.
  - We learn lessons from what we do and take responsibility for our decisions.
  - We make sure that communication is two way between staff and Commissioner and that they share information and experiences.
  - The Commissioner accepts corporate responsibility for the work of the PIRC.

## 2. Purpose and Application of the Code of Conduct

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As an employee of the Police Investigations & Review Commissioner, you must at all times observe the highest standards of **impartiality, integrity, objectivity and honesty** in relation to the work you undertake.

This Code of Conduct provides guidance to employees on how to ensure that their actions and behaviour are consistent with both the PIRC's values and the high standards of conduct required to maintain public confidence in the work of the PIRC.

- You should familiarise yourself with the contents of the Code and act in accordance with the principles and the guidance set out in it.
- You must comply with this Code. You must ensure that you understand your duties, rights and responsibilities, and are familiar with the functions and role of the PIRC and the PIRC's policies and procedures as they affect your job. New employees may be required to attend relevant training or induction courses to assist them in this.
- Failure to comply with the Code of Conduct may be a disciplinary matter, so you should seek advice or guidance from your line manager or Director of Corporate Services if you are in any doubt about how this Code applies to you.

Contractors, consultants or agency staff working with the PIRC will be expected to abide by the standards and principles set out in the Code and to seek advice from the Director of Corporate Services when in doubt.

## 3. Standards of Behaviour Expected

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The Commissioner has overall responsibility and is accountable for propriety in a broad sense, including conduct and discipline. The Commissioner also has a duty to ensure that employees' rights are respected.

As an employee you have a right to:

- be spoken to politely
- be treated with respect
- be treated fairly and courteously by colleagues and those outside the organisation for whom we work
- be treated fairly in recruitment, training and promotion
- have your private life and commitments outside work respected
- have your point of view listened to and considered

- expect not to be harassed or intimidated at work and in particular have a right not to be harassed or intimidated because of your race, gender, colour, ethnic or national origin, religion, disability, marital status, age or sexuality
- speak out if you are the victim of bullying, harassment or intimidation and have your complaint taken seriously and properly investigated

As an employee you have a responsibility to:

- act professionally in your dealings with colleagues - treat colleagues as individuals and show sensitivity to their needs
- treat complainants, those investigated and other stakeholders with fairness, courtesy and sensitivity to their needs and the situation they are in
- treat all members of the public sympathetically, efficiently, promptly and without bias or maladministration. Staff of public bodies should offer the public the highest standards of conduct and service
- consider others in the exercise of your duties
- keep in mind the limitations of your own experience and value others' perspectives and experience
- express your point of view without being aggressive or overbearing
- listen to what others say and respect their point of view
- learn from your mistakes
- try to find solutions and work through disagreements with others
- take responsibility for your own learning and development
- take action if you witness or are made aware of any improper conduct, including any act of harassment or discrimination
- not to discriminate unlawfully, for example, in decisions you make
- not to put pressure on others to discriminate unlawfully
- challenge attitudes which demean or denigrate other people (individuals or groups) and develop self-awareness of the impact of your own behaviour
- ensure that your behaviour (at work or outside) and your appearance at work whilst representing the PIRC does not cause embarrassment to the PIRC or reflect negatively on the PIRC in a way that would bring the reputation of the PIRC into disrepute or cause a loss of public confidence in its work

## **Use of alcohol or illegal drugs**

As a PIRC employee, you cannot drink alcohol during your working hours (including during meal breaks) under any circumstances.

Social events, e.g. leaving parties at which alcohol will be consumed should be arranged after work. If you attend a function during the working day at which alcohol is served, you should not drink unless you have obtained permission from your Director in advance.

If you are at work under the influence of alcohol or illegal drugs, then that will be regarded by the PIRC as potentially a serious disciplinary matter. If you are prescribed drugs which may affect your ability to do your job, then you should seek advice from your line manager on the health and safety implications of this at the earliest opportunity.

PIRC are responsible for staff even when functions appear of a social nature, eg Christmas and other nights out/meals. Employees should therefore ensure that their behaviour does not bring the reputation of PIRC into disrepute.

## 4. Accountability

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Staff are accountable to the Commissioner who is accountable to the Justice Directorate (the sponsor department) as set out in the Governance and Accountability Framework Document. The Cabinet Secretary for Justice is the Minister responsible for the PIRC and is ultimately accountable to the Scottish Parliament for its effectiveness and efficiency.

PIRC staff should conduct themselves with impartiality, integrity, objectivity and honesty. You should not deceive or knowingly mislead others, including other staff, the PIRC, the sponsor department, Ministers, Parliament or the public.

### 4.1 Public Accountability

Staff of public bodies (including PIRC staff) who deal with the affairs of the public should do so sympathetically, efficiently, promptly and without bias or maladministration. Staff of public bodies should offer the public the highest standards of conduct and service.

### 4.2 Use of Resources

Staff have a duty to ensure that the PIRC's resources are used in the most economical, efficient and effective manner as befits public money.

## 5. Diversity and Equal Opportunities

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PIRC wishes to develop as a learning organisation in which knowledge and learning are shared amongst colleagues and improvement becomes endemic. With this in mind, it is clearly important that colleagues are free to explore and discuss issues around diversity and difference. Nothing in this Code of Conduct should be interpreted as seeking to prevent or constrain such discussion.

However, it is unacceptable for employees to discriminate unlawfully – either in the decisions they make, or in putting pressure on another person to discriminate or in victimising someone who has raised an issue of potential discrimination in good faith and if you do so, you will face disciplinary action – and may even (if the facts of the individual case merit it) face dismissal.

In addition, PIRC has a policy position on Diversity and Equal Opportunities, which goes further than the basic legal provisions, and breach of these policies may also be considered a disciplinary matter.

You are expected to understand the concept of institutional discrimination and institutional racism in particular and work to identify and eliminate it in the work of the PIRC and in relationships within PIRC itself and with stakeholders.



The definition of institutional racism is:

*The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.*

**Stephen Lawrence Inquiry**

## 6. Conflicts of Interest

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The purpose of these provisions is to avoid any danger of any member of staff being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. It is not enough not to be influenced, public confidence in the PIRC might be shaken if a reasonable member of the public could perceive that an employee might be subject to improper influence as a result of the member of staff's behaviour. You should not misuse your official position or information acquired in the course of your official duties to further your private interests or those of others.

### 6.1 Identifying Potential Conflicts of Interest

Senior Staff will be required to register all interests as set out below.

Other employees are required to discuss any areas of potential conflict with their line manager and register agreed areas of potential conflict.

In particular you should make known to your manager:

- Any relative who is, or close personal friendship with, a police officer or anyone employed by a Chief Constable or a member of any body affiliated to or associated with overseeing the management of police forces in Scotland or seeking to influence the provision of police services in Scotland or a member of any other relevant authority operating in Scotland.
- If it comes to your notice that a complaint has come in from any person that you know personally or with whom you have a relationship
- Any personal financial connection with any organisation or company seeking work from the PIRC
- Any personal relationship with another employee of the PIRC, the Commissioner or anyone seeking work with the PIRC **IF** either of the two people concerned are asked to participate in any decision making process which affects the other person (e.g. recruitment, appraisal, discipline, control of resources, etc.). The PIRC recognises that relationships and friendships will develop in the workplace and that most of these will give rise to no concern and are a private matter and the relationship need not be declared. You may not however put yourself in a position where you are, for example, selecting someone for a job or recommending a pay increase for someone with whom you have a close personal relationship and you must declare the relationship to your manager if such circumstances arise.

## 6.2 Registration of Interests

### Commissioner and Directors

The Commissioner and Directors must declare their interests (with the exception of trade union membership and membership of a political party) and the information will be available for public inspection. In addition their posts are politically restricted (see below).

### Other Employees

Other staff will also be required to declare personal or business interest which may, or may be *perceived* (by a reasonable member of the public) to, influence their judgement using the attached form.

Employees who through the nature of their job have a direct influence on the PIRC's decisions should declare all direct or indirect pecuniary and non-pecuniary interests. It also includes such interests of close family members and of people living in the same household.

Employees who do not in the course of their work make decisions on behalf of the PIRC or recommendations to the PIRC need not complete a full declaration form, although they must declare if they have any close family members or relatives in the police service or associated with the police services.

Details of interests declared by employees should be kept up-to-date and will cover the same areas as those applying to the Commissioner (with the exception of trade union membership and political activities which are covered in 6.7 and 6.8 below). These details will be kept confidential and will not be available for public inspection.

Employees should not participate in the discussion or determination of matters in which they have an interest.

### Definitions:

**Indirect pecuniary interests** arise from connections with bodies which have a direct pecuniary interest, or from being a business partner of, or being employed by, a person with such an interest.

**Non-pecuniary interests** include those arising from membership of clubs and other organisations.

**Close family members** include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of any of these.

## 6.3. Acceptance of Gifts and Hospitality

As a PIRC employee you should not use your official position to receive, agree to accept or attempt to obtain any 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.

### Gifts

- You must not accept any gifts in connection with your official duties, except in circumstances where the refusal to accept a gift is judged to cause unnecessary offence.
- In these circumstances you must register receiving the gift and pass it onto the Head of Corporate Services, who will forward the gift to a charity designated by the PIRC.

- In circumstances as outlined above, where the gift is kept, you must register receiving the gift and give an equivalent amount to the value of the gift to a charity designated by the PIRC.
- You must not accept gifts in any circumstances, which are judged to have a value of £25 or more.

## Hospitality

You may accept conventional hospitality provided it is normal and reasonable in the circumstances, for example:

- Tea, coffee, biscuits and sandwiches at meetings
- An invitation to an annual dinner of an organisation with which the PIRC has regular contact
- A working lunch in the course of normal business provided this is not frequent, regular or lavish.

Any hospitality over £25 that is received by you as an PIRC employee in connection with your official duties must be registered on the attached form and submitted to the Director of Corporate Services.

Offers to attend purely social, artistic or sporting functions should be declined.

Under the Bribery Act 2010 (see section 6.9 below), as an employee of a public body you may be required to prove that the receipt of payment or other consideration from someone seeming to obtain a contract is not corrupt.

Any employee breaching this policy may be subject to disciplinary action.

## 6.4 Other Employment

All those who work for the PIRC are expected to observe the highest possible standards in both their professional and personal lives. Other employment must be declared.

**If you are a Full-time employee**, you are expected to be fully committed to the work of the PIRC and not to work for another employer and you must seek permission (which will not be unreasonably withheld) if you wish to take on other employment.

**If you are not contracted to work full-time**, you may take on other employment subject to there being no conflict of interest with your job at the PIRC. Each case will turn on a consideration of the member of staff's duties at the PIRC and the other employment and if you are in this situation, you should seek advice from your line manager at the earliest opportunity. Conflicts may arise, for example, if the other employer is likely to be reviewed by the PIRC or is seeking a contract for goods or services with the PIRC.

## 6.5 Conduct Outside Work

Your **off-duty** time is your own, subject to the following:

- **You must not bring the PIRC into disrepute, by doing or saying things that will reflect badly on the PIRC.** Membership of or the active participation in activities organised by groups or organisations whose values are inconsistent with the PIRC's (e.g. racist organisations) will create reasonable doubt in your ability to comply with the PIRC's values and this Code. In these circumstances you may be subject to a management investigation in accordance with the PIRC's Disciplinary Procedures. It is

important that you seek advice from your line manager or the Director of Corporate Services in advance of taking part in any event which may fall into this category. You must also tell your line manager as soon as practicable if you inadvertently find yourself in a situation outside work which you had not anticipated and which you believe would cause embarrassment to the PIRC.

- **You must not knowingly put yourself in a position where your private interests conflict with the PIRC's and any conflict of interest must be resolved in the PIRC's favour.** For example you should not knowingly attend a social event, at which a police officer being reviewed is present, if by doing so you could be perceived by a reasonable member of the public as being open to personal influence in the way in which you do your job. If you do inadvertently attend such an event and find yourself in this situation, you must report it to your line manager.
- You must not take on other business, employment or public duties without the permission of the PIRC.
- You must abide by the political restrictions set out below.

## 6.6 Contact with the Police

You must tell your line manager as soon as practicable if you or a close family member living at the same address as you

- is arrested
- receives a summons or
- is the subject of a police investigation

You must immediately advise the Director of Corporate Services of any criminal convictions, including any driving offences. In addition, you must declare any fixed penalty notices such as for speeding (but not for parking offences) and any fiscal fines that you agree to pay.

## 6.7 Political Activities

This section is concerned with party political activity liable to give public expression to political views rather than with privately held beliefs and opinions. It is not intended that these restrictions affect trade union membership or activities.

The PIRC is an independent body and needs to be seen to be acting impartially. Public confidence might be affected if it was believed that an individual member of staff's personal political views were compromising its independence and impartiality.

Employees whether in politically restricted posts or not may be members of a political party (and need not declare it). If you are not in a politically restricted post you may participate in political activities such as helping with administration at the time of a general election or delivering leaflets provided that you are conscious of the standards of behaviour expected of you as set out in this Code and exercise a proper discretion, particularly in regard to the work of the PIRC. On matters directly affecting the PIRC, you should not make political speeches or engage in other political activities.

If you wish to run for office, you must seek advice at an early stage from the Director of Corporate Services and it is likely that you will be required to take a leave of absence to do so.

## 6.8 Politically Restricted Posts

Posts at or above Grade C1 are politically restricted. This covers the posts of Director and Heads of service where appropriate.

In addition, certain other posts may be politically restricted as determined by the Commissioner. The Director of Corporate Services will hold a list, so that this information can be included in contractual documentation and recruitment packs.

Posts which might be affected are:

- posts which act as “spokesperson” for the PIRC or
- where the postholder has a significant degree of face-to-face contact with stakeholders, pressure groups, or other bodies or individuals who are seeking to influence the PIRC

### AND

- where it would appear to the public that the postholder had some influence over the outcome of the PIRC’s decisions.

If a post is Politically Restricted this means that:

- postholders should not be politically active
- they may not campaign for a political party
- hold political office
- occupy party political posts or
- hold particularly sensitive or high profile unpaid roles in a political party

If you are in a politically restricted post and another person resident at the same address as you is politically active, you need to ensure that your own political impartiality is not compromised and should seek advice if necessary from the Director of Corporate Services in such circumstances.

## 6.9 The Bribery Act 2010

The [Bribery Act 2010](#) is UK-wide legislation sponsored by the [UK Ministry of Justice](#) which came into force on 1 July 2011. The Act ensures Scotland (and the rest of the UK) is at the forefront of the battle against bribery and paves the way for fairer practice by encouraging businesses to adopt anti-bribery safeguards.

The Act reformed the criminal law in Scotland as well as the rest of the UK providing a new, modern and comprehensive scheme of bribery offences that will enable courts and prosecutors to respond more effectively to bribery at home or abroad.

The Act:

- makes it a criminal offence to give, promise or offer a bribe and to request, agree to receive or accept a bribe either at home or abroad. The measures cover bribery of a foreign public official.
- increases the maximum penalty for bribery from seven to ten years imprisonment, with an unlimited fine.

- introduces a corporate offence of failure to prevent bribery by persons working on behalf of a business. A business can avoid conviction if it can show that it has adequate procedures in place to prevent bribery.

The PIRC is committed to transparency and zero tolerance of bribery in pursuit of our corporate objectives. This applies to all staff (permanent and temporary), agency workers, consultants and any other party carrying out business or services on behalf of PIRC.

It should be noted that the Act does not prohibit genuine hospitality or similar business expenditure that is reasonable and proportionate. However, all PIRC staff and consultants must observe the guidelines set out above at section 6.3 'Gifts and Hospitality'.

## 7. Access to Information

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Our beliefs can only be demonstrated by openness. We will aim to provide regular and full information to all those involved in a complaint at all stages of our work subject to necessary sensitivity constraints.

We will define those occasions in which confidentiality or secrecy is required for operational reasons, to maintain the confidence of other agencies and to protect individuals. We will only be trusted with openness if there is complete trust in our ability to maintain confidentiality when required.

Staff of public bodies owe a general duty of confidentiality to their employer at common law. They are therefore required to protect official information held in confidence. Nothing in this Code should be taken as overriding existing statutory or common law obligations to keep confidential, or in appropriate cases to disclose, certain information.

As an employee you must:

- follow PIRC policies in respect of complaint handling and security (including maintaining appropriate confidentiality).
- comply with the Data Protection Act and not use information obtained for one purpose for another.
- keep confidential any personal data on individuals you collect and continue to keep this information confidential even after you leave the employment of the PIRC. You may only divulge this information if ordered to do so by a statutory body, Court of Law or as part of an official enquiry. In this context you may also divulge the information to any person acting as your legal representative.
- not use information gained in the course of your employment for unauthorised purposes
- ensure that all requests from sources external to PIRC for access/disclosure to PIRC information or information held by PIRC are discussed with the Director of Corporate Services before any information is disclosed.
- not discuss or disclose any information held by PIRC in relation to complainers with family members, friends or any person not directly employed by PIRC or the Commissioner, except in the course of normal business of PIRC
- adhere to these provisions as failure to do so may result in disciplinary action and/or dismissal

### 7.1 Writing/Speaking in Public and Responding to the Media

When writing or speaking publicly (either in a formal speech or informally at a meeting) on any matter which could be seen as falling within the remit of the PIRC, as an employee, you are likely to be seen as representing the PIRC or the PIRC's position on an issue, even when you may believe you are writing or speaking as an individual. Speeches or articles, which relate to PIRC work, should be cleared with the Head of Communications in advance.

You should not make direct contact with the media or respond to media enquiries unless it has been agreed in advance that they should do so. All media enquiries should be directed to the Head of Communications.



## 8. Concerns about Improper Conduct and Whistleblowing

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If you feel you are being asked to do something which you believe:

- to be illegal, improper or unethical
- to be in breach of a professional code
- may involve maladministration, fraud or misuse of public funds
- is inconsistent with the Code

you should raise the matter in the first instance with your line manager or if this is not possible or you are reluctant to do so, report the matter to the Director of Corporate Services who has been nominated as the person responsible for handling any employee's concerns about illegal, improper or unethical conduct. The Director of Corporate Services will either investigate personally or arrange for another senior employee to do so. As far as is possible, confidentiality will be maintained.

Staff have a duty to draw attention to matters, even if not personally involved, where:

- there is evidence of criminal or unlawful activity by others
- they believe there is evidence of improper or unethical behaviour or the potential for maladministration

Employees should not investigate these matters themselves as this will give rise to an irresolvable conflict of interest. Provided that these matters are raised in good faith, any employee raising such matters will be supported.

### 8.1 "Whistleblowing" – Public Interest Disclosure Act 1998

The Act is intended to protect employees who report in good faith the wrongdoing of others. It allows employees to complain to an Employment Tribunal if they are dismissed or suffer detriment or victimisation for reporting the wrongdoing.

The legislation does not protect whistle-blowers in all circumstances. A disclosure will be protected if you have good grounds for believing that one or more of the following has occurred or is likely to occur:

- a criminal offence
- a failure to comply with a legal obligation
- a miscarriage of justice
- the endangering of an individual's health and safety
- damage to the environment
- deliberate concealment of information relating to any of the above

Disclosures will be protected if the employee who makes the disclosure:

- does so in good faith to the employer,
- does so in accordance with the agreed procedure set out below,
- reasonably believes the information and any allegation contained in it is substantially true, and
- does not act for personal gain or malice.



## PIRC Internal Whistleblowing Procedure

- The matter should be raised with the employee’s line manager in the first instance
- If this is not possible it may be raised with the Director of Corporate Services

The Public Interest Disclosure Act also allows for matters to be raised externally. For staff of public bodies “protected disclosures” (which meet the above conditions) may be made to a Minister and in the case of the PIRC this would be the Cabinet Secretary for Justice. The disclosure can be made directly or through departmental officials. Employees may seek their own legal advice or contact Public Concern at Work ([www.pcaaw.co.uk](http://www.pcaaw.co.uk)) which is a designated legal advice centre.

## 9. After Leaving Employment

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Staff of public bodies should continue to observe their duty of confidentiality (see Section 7 above) after they have left the employment of the public body. It is imperative that PIRC staff should be aware of and abide by any rules on the acceptance of business appointments after resignation or retirement.

## 10. Communication & Contacts

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This policy will be shared with all employees within PIRC and will be published on our intranet.

Queries should be addressed to:

Director of Corporate Services

Phone:

ML3 0QA

## 11. Benchmarks Used in Policy Formulation

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- Existing Code
- SG Model Code for Staff of Public Bodies
- IPCC

## 12. Review of Policy

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This Policy is a formal PIRC policy and will be reviewed by on an annual basis.

## PIRC EMPLOYEE REGISTER OF INTERESTS FORM

### DECLARATION OF EMPLOYEES' PERSONAL, FINANCIAL, BUSINESS AND OTHER INTERESTS

This form is intended to assist you to register your interests in accordance with the PIRC's Code of Conduct for Employees.

You should discuss any potential conflict of interest with your line manager and complete this form. When you have completed the form, a copy should be given to the Director of Corporate Services for inclusion on your personal file. The information on it will not be available publicly. The form states where all staff MUST make a declaration.

Staff who through the nature of their job have a direct influence on the PIRC's decisions should declare all direct or indirect pecuniary and non-pecuniary interests (see note below) in accordance with the Code of Conduct for Employees. Staff who have access to sensitive information should also make a declaration.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

1. Directorships of companies or organisations, whether remunerated directly or indirectly. Please provide a brief description of the business activities of the company or organisation:

2. Any other remunerated employment or activity (i.e. other than your post at the PIRC). If you have other employment you MUST declare it. Please provide the name of the organisations, trusts or other bodies of which you are a paid employee, partner or proprietor. You should also include fees from freelance work and appointments to any public body.

**Indirect pecuniary interests** arise from connections with bodies/organisations, which have a direct pecuniary interest, or from being a business partner of, or being employed, by a person with such an interest.

**Non-pecuniary interests** include those arising from membership of clubs and other organisations.

A '**relative**' or 'close family member' is a partner, someone you are married to or live with as if you were married, a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, or the husband, wife or partner of any of these people.

3. Details of any appointment to an office, whether paid or not, and/or membership of any club or other organisation of which you are a member. This should include any organisation associated with or affiliated to a police force in the UK.

4. Details of each fixed interest shareholding with a nominal value greater than £25,000 or 1% of the share capital held in:

- the sole name of employee
- joint name, with spouse or close family member
- sole name of spouse or partner
- a representative capacity, for example, as a trustee

5. Details of any relative or close family member who is a serving police officer, employed by a Chief Constable or a member or employee of any organisation which is affiliated to or which is seeking to influence police services in Scotland. Please provide brief details (i.e. relationship to you /the position your relative holds). If this applies to you, you **MUST** declare it here.

6. Any other business, financial or personal interest relevant to the activities of the PIRC.

Signed:

Date:

## PIRC REGISTER OF INTERESTS FORM (Commissioner, Directors and Heads of Service)

### DECLARATION OF PERSONAL, FINANCIAL, BUSINESS AND OTHER INTERESTS

This form is intended to assist you to register your interests in accordance with the PIRC's Code of Conduct for Employees. The PIRC has decided that the Commissioner, Directors and Heads of Service are required to publicly declare all direct or indirect pecuniary and non-pecuniary interests (see note below) in accordance with the Code of Conduct For Employees

When you have completed the form, a copy should be given to the Director of Corporate Services for inclusion on your personal file and for inclusion in the published PIRC Register of Interests where it will be available for public inspection alongside similar declarations from the Commissioner.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

1. Directorships of companies or organisations, whether remunerated directly or indirectly. Please provide a brief description of the business activities of the company or organisation:

2. Any other remunerated employment or activity (i.e. other than your post at the PIRC). If you have other employment you **MUST** declare it. Please provide the name of the organisations, trusts or other bodies of which you are a paid employee, partner or proprietor. You should also include fees from freelance work and appointments to any public body.

**Indirect pecuniary interests** arise from connections with bodies/organisations, which have a direct pecuniary interest, or from being a business partner of, or being employed, by a person with such an interest.

**Non-pecuniary interests** include those arising from membership of clubs and other organisations.

A **'relative'** or 'close family member' is a partner, someone you are married to or live with as if you were married, a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, or the husband, wife or partner of any of these people.

3. Details of any appointment to office(s), whether paid or not, and/or membership of any club or other organisation of which you are a member. This should include any organisation associated with or affiliated to a police force in the UK.

4. Details of each fixed interest shareholding with a nominal value greater than £25,000 or 1% of the share capital held in:

- The sole name of PIRC member
- Joint name, with spouse or close family member
- Sole name of spouse or partner
- A representative capacity, for example, as a trustee

5. Details of any relative or close family member who is a serving police officer, employed by a Chief Constable or a member or employee of any organisation which is affiliated to or which is seeking to influence police services in Scotland. Please provide brief details (i.e. relationship to you /the position your relative holds). If this applies to you, you MUST declare it here.

6. Any other business, financial or personal interest relevant to the activities of the PIRC

Signed:

Date:

**POLICE INVESTIGATIONS & REVIEW COMMISSIONER  
EMPLOYEE GIFTS AND HOSPITALITY REGISTRATION FORM**

Please return completed forms to the Director of Corporate Services, PIRC, Hamilton House, Hamilton Business Park, Caird Park, Hamilton ML3 0QA

<b>NAME</b>	
<b>NAME OF ORGANISATION OR INDIVIDUAL PROVIDING GIFT OR HOSPITALITY<sup>1</sup></b>	
<b>DETAILS, INCLUDING VALUE, OF GIFT OR HOSPITALITY</b>	
<b>DATE RECEIVED</b>	
<b>NOTE ON WHAT HAS BEEN DONE WITH GIFT (where appropriate)<sup>2</sup></b>	
<b>EMPLOYEE SIGNATURE</b>	
<b>DATE FORM COMPLETED</b>	
<b>DATE RECORDED IN REGISTER BY DIRECTOR OF CORPORATE SERVICES</b>	

<sup>1</sup> All hospitality judged to be over £25 must be registered

<sup>2</sup> Accepted gifts must either be handed to the Director of Corporate Services to be forwarded to the designated charity or if to be kept, a cheque for the judged value of the gift made payable to the designated charity given to the Head of Corporate Services.