

STANDING ORDER 9 – CODE OF CONDUCT FOR EMPLOYEES

1. This Standing Order outlines the standards of conduct expected of all LDA employees.

Scope

2. This Code applies to all appointed LDA employees and officers, including temporary staff and secondees.
3. Employees must observe this Code whenever they are:
 - a) Conducting the business of the LDA,
 - b) Undertaking the duties of the post to which he or she has been appointed,
 - c) Acting as a representative of the LDA.

Responsibilities of Employees

4. Employees are required to comply with:
 - a) LDA Standing Orders,
 - b) Rules of Staff Conduct,
 - c) LDA Terms and Conditions of Employment,
 - d) LDA Right to Respect Policy,
 - e) Disciplinary Procedure,
 - f) Grievance Policy,
 - g) Fraud and Corruption Policy,
 - h) Managing Performance and Pay Procedure,
 - i) Capability Procedure,
 - j) Guidance on the Use of the Agency's Powers and Resources
 - k) Health and Safety Policy.
5. This list does not preclude any other relevant corporate policies which currently exist or may be established from time to time.

Employee / Member Relations

6. Employees and Board members of the LDA shall treat each other with mutual respect. Any dealings between employees and members should observe reasonable standards of behaviour and courtesy. Neither party should seek to take an unfair advantage of their position or act in a way which compromises their respective roles and responsibilities.

Breach of Code

7. Employees must comply with this Code and ensure that they understand their duties, rights and responsibilities. It is the responsibility of all Group Directors and Directors to take steps to ensure that the provisions of this Code are brought to the attention of their team. A breach of this Code may result in disciplinary action being taken in accordance with the Agency's Disciplinary Procedure.

Further Advice

8. Where any uncertainty exists about the application of this Code, the advice of the Secretary or the Head of HRD and Corporate Services should be sought.