



West Yorkshire Passenger Transport Executive / ITA Code of Conduct

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1. Purpose of the Code

The public are entitled to expect the highest standards of conduct from all employees. The role of employees is to serve Metro in providing advice, implementing its policies and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.

This document sets out the standards expected of all Metro employees. Guidance in relation to the acceptance of gifts and / or hospitality by employees, is detailed in the Gifts and Hospitality Policy.

2. Objectives of the Code

- a. This code of conduct should provide employees of Metro with an effective ethical framework within which to work and it should give the public confidence that Metro's employees are working on their behalf in an appropriate manner.
- b. To provide guidance on the possible consequences of breaches of this code.

3. Responsibilities

- a. **Employee**
Metro expects all employees to be accountable for their actions and to act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- b. **Line Manager**
The role of the manager is to provide support and advice to employees to ensure that the principles of the Code are applied consistently.
- c. **Human Resources (HR)**
The role of HR is to provide support and advice to managers and employees to ensure that the principles of the Code are applied consistently.
- d. **Legal Section**

To review entries in the registers of personal and prejudicial interests and give advice to Officers in relation to any implications. To advise Officers in relation to the application of this Policy, if requested.

To maintain the register of employees' personal and prejudicial interests confidentially and in accordance with relevant legislation.

4. Political Neutrality

Metro expects employees to follow every policy/ procedure of Metro and not to allow their own personal or political opinions to interfere with their work. Where employees are politically restricted, by reason of the post they hold or the nature of the work they do, they must comply with those restrictions.

5. Personal Relationships with Members of the Integrated Transport Authority (Members), the Public and Other Employees

Mutual respect between employees and Members is essential to good working relationships at Metro and should handle work matters on a professional basis. Employees of Metro should deal with the public, members and other employees sympathetically, efficiently and without bias.

Metro endeavours to avoid a situation where employees are either directly managed by or responsible for the recruitment and selection of someone with whom they have a personal relationship, e.g. member of the same family.

6. Equality & Diversity

All employees and other persons who are acting on behalf of Metro, including contractors and consultants must comply with Metro's Equality & Diversity Policy.

7. Metro Property

Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner and in accordance with standing orders and Financial Regulations. Employees must not utilise property, vehicles or other facilities of Metro for personal use unless authorised to do so.

8. Conflict with duties

Employees must not allow their private interests or beliefs to conflict with their professional duty. Additionally, employees must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others.

Employees should abide by the rules of Metro about the declaration of gifts offered to or received by them from any person or body seeking to do business with Metro or which would benefit from a relationship with Metro. Employees should not accept benefits from a third party unless authorised

to do so by Metro. Please refer to the Gifts and Hospitality Policy.

9. Whistleblowing

Where an employee becomes aware of activities which they believe to be illegal, improper, unethical or otherwise inconsistent with the Code of Conduct for employees, they should report the matter in line with Metro's Confidential Reporting ("Whistleblowing") Policy and associated documents. The Whistleblowing Policy reflects the Public Interest Disclosure Act 1998 which protects employees from dismissal or victimisation if they disclose information about wrongdoing by Metro or colleagues.

10. Treatment of Information

Metro encourages all employees to be open in the distribution of information and decision making. However, certain information may be confidential or sensitive and therefore not appropriate to a wider audience. Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, information should be restricted to:

- A Member
- A relevant Metro employee
 - Other person who is entitled to receive it, or needs to have access to it for the proper discharge of their functions.

This Code does not override existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

11. Investigations by Monitoring Officer (Integrated Transport Authority)

The role of the Monitoring Officer is a requirement for the Integrated Transport Authority. Where the Monitoring Officer is undertaking an investigation in accordance with Part III of the Local Government Act 2000 and associated regulations, employees must comply with any requirement made by the Monitoring Officer in connection with such an investigation.

12. Compromising the Impartiality of Metro Employees

Employees must not compromise, or attempt to compromise, the impartiality of anyone who works for or on behalf of Metro, either directly or as a response to pressure from others. An employee should not attempt to force other employees to take action or change advice if doing so would prejudice their professional integrity.

13. Improper Use of Position

Employees must not use, or attempt to use, their position improperly either for their own or anybody else's advantage or disadvantage.

14. Considering Advice Provided

If an employee seeks advice, or advice is offered to them, on aspects of how the Code of Conduct applies, the employee must have regard to this advice.

15. Personal and Prejudicial Interests

The attached guidance in relation to personal and prejudicial interests forms part of this Policy.

It explains what these interests are or may be, when and why they must be registered, the internal procedure involved and how the information will be dealt with. Employees must adhere to this guidance.

Registration of any such interest protects Metro and its employees by giving early warning of any potential areas of conflict of interest. That Metro has this policy provides assurance to the public that Metro is acting in the public interest. Metro requires employees to register personal interests in areas where there are clear grounds for concern, that such an interest could give rise to accusations of bias in decision making and working practice.

An employee may seek to exempt their personal interests from the register if they consider, for instance, that having this information on record might put themselves or others at risk. In such cases, the employee should discuss the matter with the Assistant Director Legal.

In certain circumstances an employee's personal or prejudicial interest may be found to be inappropriate or incompatible with their duties or their role within Metro. Appropriate steps might be required to be taken. Ultimately, if an employee does not agree to take the appropriate steps required by Metro, this might result in disciplinary action being taken and could amount to gross misconduct leading to dismissal.

16. Registers of Interests – Legislative Implications.

Metro's registers of personal and prejudicial interests are not matters of public record. The information contained on them will be kept in accordance with the Data Protection Act 1998. However it is possible that Metro could be compelled to divulge certain information from the registers under the provisions of the Freedom of Information Act 2000.

Employees must advise when their circumstances change to update or remove records from the register.

The register will be reviewed annually by AD Legal to ensure it is up to date and for compliance with Information Commission requirements.

17. Gifts and Hospitality

Employees must comply with Metro's Gifts and Hospitality Policy. Please refer to MINT or Human Resources for further details of this Policy

18. Failure to Comply

Failure to comply with the Policy may result in disciplinary action being taken. In certain circumstances, a breach of this Policy may amount to gross misconduct and could result in dismissal.

19. Changes to Policy

The Executive reserves the right to amend the details of this Policy, and any guidance, as required following changes in legislation or consultation with recognised trade unions and other relevant parties.

This policy will be monitored and reviewed on an annual basis, to ensure that it meets the needs of the Executive and ensure compliance with relevant legislation.

A written request can be made to review this policy at any time, by any of the signatories, giving appropriate reasons for the review.

20. Notification by an Employee of METRO of Financial or Other Interests or intention to acquire such Interests.

Name of Employee

Department:

Reports to:

I [intend to]* have the following financial interests:- *(delete as appropriate)**

Please complete the following boxes or put "none" or "n/a" as appropriate.

- (a) Business or other Employment outside Metro working hours.
- (b) (Name(s) of my employer(s)) (Name(s) of firm(s) in which I am a partner) (Names(s) of Company/ies of which I am a paid director) *(delete whichever do not apply)*
- (c) Name(s) of any company or business having a place of business or land in West Yorkshire and in which I own or have an interest in a class of shares of that body/those bodies that exceeds the nominal value of £25,000, or one hundredth of the total issued share capital of that body/those bodies.
- (d) Names of any company or business which carries on business with Metro or which may carry on such business or may or is tendering for contracts from Metro in which I own or have an interest in any shares at all.
- (e) Description of any contract for goods, services or works made between Metro and myself or a firm in which I am a partner, a company of which I am a paid director, or a body of the description specified in (c) above
- (f) Address or other description of any land or buildings other than my own main residence which is in the close vicinity of land or buildings owned by Metro or another authority or sites where Metro or that other authority is or may be involved in development relevant to Metro, such as bus stations, proposed NGT sites, new transport interchanges:
- (g) Address or other description of any land or buildings where the landlord is Metro and I am the tenant, or the tenant is a firm in which I am a partner, a company of which I am a paid director, or a body of the description specified in (d) above
- (h) Address or other description of any land Metro's area in which I have a licence (along or jointly with others) to occupy for 28 days or longer.

I [intend to] have the following other interests:

- (i) I am a member or hold a position of general control or management of the following body/ies to which I have been appointed or nominated by the authority as its representative
- (j) I am a member or hold a position of general control or management of the following public authority/ies or body/ies exercising functions of a public nature
- (k) I am a member or hold a position of general control or management of the following company/ies, industrial and provident society/ies, charity/ies or body/ies directed to charitable purposes
- (l) I am a member or hold a position of general control or management of the following body/ies whose principal purposes include the influence of public opinion or policy

Request for Exemption from Registration *if the employee feels there are good reasons for this information not to be kept on record, such as their personal safety or that of others, they should set out the details below.*

I request that the details of my financial or other interest be exempt from registration for the following reasons:

Date:

Signed

This form is derived from The Local Authorities (Model Code of Conduct) Order 2007
