1. **Introduction**

1.1 The Citizens of Rotherham expect the highest standards of behaviour and customer care from Rotherham Metropolitan Borough Council employees. Any contractor, partner, consultant or supplier engaged in working for the Council (whether independently or via their own employer) is deemed to be representing the Council and therefore is expected to comply with the same expected standards concerning official conduct.

1.2 For the purpose of this document any externally engaged individual or company employee supplying goods, services or works to the Council will be referred to as ‘the contractor’.

1.3 The Council believes that contractors are responsible for their own actions. If any of the provisions within this Code of Conduct are not fully understood contractors must, in their own interests, seek clarification from their own line management.

2. **General**

2.1 Contractors must not put themselves in a position where their honesty or integrity could be called into question.

2.2 Contractors should be aware at all times about the potential for public perception to be different to their own and avoid placing themselves at risk of allegation of wrongdoing at all times.

2.3 It is expected that all employees and contractors will act in a professional, dignified and respectful manner at all times.

3. **Health and Safety**

3.1 In respect of Health and Safety all policies and procedures must be observed at all times. All contractors are reminded that the Council operates a no smoking policy, in all of its premises.

4. **Discrimination, Bullying and Harassment**

4.1 When working together employees and contractors should not themselves discriminate, induce or attempt to induce, others to discriminate and should not harass, abuse or intimidate any person on grounds of gender, marital status, age, race, disability, sexuality or religion.

4.2 All contractors have a responsibility to discourage any forms of bullying and harassment whatsoever. Sexist or racist language or behaviour, for example, is wholly unacceptable.

4.3 All members of the local community, customers, employees and contractors have a right to be treated with fairness and equity. Every individual should ensure that policies and practices relating to equality issues are complied with in addition to the requirements of the law.

5. **Relationships**

5.1 All employees and contractors have a responsibility to treat the colleagues with dignity and respect.

5.2 All employees and contractors will work together in line with the specification and requirements of the contract.

5.3 Contractors will always act with care and competence in duties carried out.

5.4 Employee or contractor supervisors must lead by example and conduct responsible leadership at all times.

5.5 Offensive and inappropriate language is not acceptable.

5.6 Any verbal or physical intimidation or abuse, including from members of the public, must be reported immediately to the appropriate supervisor.

6. **The Local Community and Service Users**

6.1 Contractors in providing services to the Community, are acting on behalf of the Council and should always act in a way that preserves public confidence in the Council.

6.2 Contractors have a duty at all times, to uphold the law and relevant guidance bearing in mind the public's trust placed in the Council when acting as a representative.

7. **Drugs and Alcohol**

7.1 Contractors working on behalf of the Council must attend work in a fit condition to undertake their duties in a safe manner.

7.2 The use of smoking materials (including e-cigarettes), recreational drugs and alcohol is not permitted on any Council site, including temporary works locations.

7.3 Where food and drink is consumed on any site all associated waste must be disposed of appropriately.