

ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE CODE OF PRACTICE FOR EMPLOYEES

1 Duties and Responsibilities

1.1 Employees of Orkney Alcohol Counselling & Advisory Service (OACAS) should familiarise themselves with the contents of this Code and act in accordance with the principles set out in it.

1.2 Employees have a duty:

- To discharge functions reasonably and according to the law.
- To recognise ethical standards governing their particular roles.

The Manager is accountable to the Board of Management for conduct and discipline.

2 Accountability

2.1 Employees should be aware of their accountability to the Board of Management of the organisation.

2.2 The Board of Management has a responsibility as an employer.

2.3 The employees of the organisation should conduct themselves with integrity, impartiality.

3 Conflicts of Interest

Employees should ensure that any possible conflicts of interest are identified at an early stage and the appropriate action is taken to resolve them in accordance with the organisations policies and procedures.

4 Integrity

Employees should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement and integrity.

5 Relations with the Public

Employees should offer the public the highest standards of conduct and service.

6 Use of Resources

Employees should endeavour to ensure the proper, economical, effective and efficient use of resources.

7 Official Information

Employees owe a general duty of confidentiality to the organisation, at common law. They are therefore required to protect 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.

8 Employee Concerns About Improper Conduct

If an employee believes they are being required to act in a way which:

- Is illegal, improper, or unethical.
- Is in breach of a professional code.
- May involve possible maladministration, fraud or misuse of the organisations funds.
- Is otherwise inconsistent with this code.

they should either raise the matter through the Manager or approach, in confidence, the Chairman or Vice-chair regarding any concerns about illegal, improper or unethical behaviour.

Written communications marked “Private & Confidential” may be addressed to any of the above at:

[Manager/Chairman/Vice-chairman]
Orkney Alcohol Counselling & Advisory Service
43 Junction Road
Kirkwall
Orkney
KW15 1AR

9 Post Employment

Employees should continue to observe their duty of confidentiality.

Adopted by the Board of Management on March 19th 2003

Amended on September 9th 2004