



**Isle of Man
Government**

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Isle of Man Government

Code of Conduct for Public Servants

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INTRODUCTION

This Code defines the minimum standards of conduct that members of staff are expected to observe when carrying out their official duties. It is intended to complement any codes already in place through employing authorities and any professional or ethical codes. It also gives individual employers across Government the opportunity to develop and implement more detailed, job specific codes of conduct.

Employing authorities have a duty to make public servants aware of this Code and its principles and in line with the requirements of the [Isle of Man Government Principles of Corporate Governance and Code of Conduct](#) to put in place arrangements to ensure compliance with formal codes of conduct defining standards of personal behaviour.

The Code was originally developed by the then Personnel Office in conjunction with a working group comprising representatives from across Government, with the support of the Chief Officers' Group and the then Civil Service Commission, and the endorsement of the Council of Ministers.

CODE OF CONDUCT FOR PUBLIC SERVANTS

INTRODUCTION

This Code of Conduct for Public Servants ("the Code") links to and is intended to support the provisions of [Aspect 5 - Standards of Conduct](#) within the Isle of Man Government Corporate Governance Principles and Code of Conduct. Aspect 5 states that:

"The openness, integrity and accountability of individuals within a Department is the cornerstone of effective corporate governance. The reputation of the Department depends on the standards of behaviour of everyone in it, including agents contracted to it.

Therefore the Minister, Members and senior officers of a Department will need to:

- *exercise leadership by conducting themselves as role models for others within the Department to follow;*
- *ensure compliance with relevant professional and corporate standards of personal behaviour and codes of ethics".*

SCOPE AND COVERAGE

The Code applies to all public servants and defines the minimum standards of conduct that members of staff are expected to observe when carrying out their official duties. The Code is effective from 1st April 2009.

For the purpose of this Code:

- "public servants" and "members of staff" mean all those in the employment of any employing authorities as defined below, whether full-time, part-time, temporary, casual or agency workers;
- "employing authorities" means all "designated bodies" and "departments of Government" within the meaning of the Treasury Act 1985. The following are "designated bodies":
 - **all Departments** (Department of Environment, Food & Agriculture, Department of Education & Children, Department of Health & Social Care, Department of Home Affairs, Department of Economic Development, Department of Infrastructure, the Cabinet Office, and the Treasury);
 - **all Statutory Boards** (the Communications Commission, Office of Fair Trading, Financial Services Authority, Isle of Man Post Office, the Manx Utilities Authority);
 - **any other body or authority** (other than a local authority) constituted by any enactment for any purposes involving the expenditure of public moneys or the receipt of public moneys for the purposes of that body or authority for the public revenue;

Note: the term "Departments of Government", for this purpose, includes the Attorney General's Chambers, General Registry, Gambling Supervision Commission, Isle of

Man Information Commissioner's Office and the Manx Industrial Relations Service.

- "*the public*" means anyone with whom a public servant comes into contact during the course of their official duties, whether internal or external to Government.

This Code is intended to complement any codes already in place through employing authorities e.g. Police and Fire Services, etc. and any professional or ethical codes which apply to certain professions within the Isle of Man Public Service.

Employing authorities have a duty to make public servants aware of this Code and its principles and, in line with the requirements of the [Isle of Man Government Principles of Corporate Governance and Code of Conduct](#) to put in place arrangements to ensure compliance with formal codes of conduct defining standards of personal behaviour.

In addition, public servants should familiarise themselves with the content of this Code of Conduct and should act in accordance with the standards of behaviour set out in it.

STRUCTURE OF THE CODE

The Code centres around three fundamental principles of corporate governance and conduct namely:

- **Openness;**
- **Integrity; and**
- **Accountability.**

STANDARDS OF BEHAVIOUR

OPENNESS

Public Servants should:

- be as open as possible, within the requirements of the law, about all the decisions and actions they take;
- when providing information to the public or other public servants comply with the [Code of Practice on Access to Government Information](#), the provisions of the [Data Protection Act 2002](#) and any relevant legislation, codes and guidance;
- take decisions in line with established policies and procedures;
- take due account of expert and professional advice;
- provide information and advice on the basis of the evidence available, accurately and truthfully present the facts and options and correct promptly any errors identified;

Public Servants should not:

- disclose personal or official information without proper authority (unless it has already been published);
- withhold or ignore relevant facts or considerations when providing advice or making decisions;

- seek to frustrate or improperly influence the policies, decisions or actions of Ministers, by the unauthorised or premature disclosure outside of Government of any information to which they have had access as public servants;
- knowingly mislead or deceive Ministers, Tynwald, other public servants or the public.

INTEGRITY

Public Servants should:

- comply with the law;
- act in a way that is professional and recognise any relevant ethical or professional standards;
- treat everyone with courtesy and respect;
- act in accordance with the trust that the public is entitled to place in them;
- comply with any restrictions applicable to their personal political activities;
- declare, as required by applicable procedures, any hospitality, benefits or gifts received as a consequence of their official duties;
- register or declare any private interests relevant to their official duties;
- ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them (*refer to the [Staff Guidance Note on Conflicts of Interest](#) approved by the Council of Ministers April 2007*);

Public Servants should not:

- seek to influence others or be influenced by improper pressures or the prospect of personal gain;
- misuse their position by, for example, using information acquired in the course of their official duties to further their private interests or those of others;
- take decisions in order to gain financial or other material benefits for themselves, their family or their friends;
- place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties;
- accept gifts or hospitality or receive benefits of any kind, from anyone which might reasonably be seen to compromise their personal judgement or integrity.

ACCOUNTABILITY

Public Servants should:

- be accountable for their decisions and actions at all times;
- offer the public the highest standards of conduct and delivery of services both in terms of quantity and quality;
- deal with the public and their affairs fairly, promptly, efficiently, effectively and sensitively, to the best of their ability;
- protect the public purse by ensuring the proper, effective and efficient use of public money and other resources;
- promote and support the principles of openness, integrity and accountability by personal example;

Public Servants should not:

- seek to avoid accountability or to blame someone else improperly.

HOW TO RAISE YOUR CONCERNS

Where a public servant believes they are being required to act in a way which conflicts with the provisions of this Code they can raise their concerns through the established internal procedures e.g. the grievance procedures or Fairness at Work Policy or in accordance with the process applicable in respect of the [Isle of Man Government Whistleblowing \(Confidential Reporting\) Policy](#) or the [Anti-Bribery Policy](#) and procedure.

The Whistleblowing (Confidential Reporting) Policy) outlines the options available and provides further advice and guidance about how to raise a concern.