

Conduct and Security

1. The Purpose

This policy and associated procedure provides clear information and guidance for Forestry Commission (FC) employees on matters of conduct and security. It applies to FC employees who are appointed as civil servants.

2. The Principles

The principles of the policy are to ensure that FC employees:

- act in line with FC policy, the [Civil Service Code](#), the Civil Service Management Code and the law in relation to conduct and security;
- maintain loyalty and confidentiality to the Crown, both during and following appointment to the Civil Service;
- are, and are seen to be, honest and impartial in undertaking their official duties;
- do not, and are not seen to, allow their judgement or integrity to be compromised;
- provide advice, and take decisions, based on a full and objective analysis of evidence; and
- do not, and are not seen to, abuse their position, or access to official information, in their own personal interest.

3. The Policy

As a civil servant and FC employee, you must not:

- misuse information which you acquire in the course of your official duties;
- disclose official information which has been communicated in confidence within Government, or received in confidence from others, without authority;
- seek to frustrate the policies, decisions or actions of Government by:
 - declining to take, or abstaining from, action which flows from ministerial decisions; or
 - unauthorised, improper or premature disclosure of official information outside of Government;
- misuse your official position or official information to further your financial, business or private interests or those of others, including after you leave the Civil Service;
- take part in any political or public activity which compromises, or could be seen to compromise, the political impartiality required of civil servants;

- withhold from the FC the fact that you have been arrested or convicted of a criminal offence or been made bankrupt or insolvent; or
- receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise your judgement or integrity, as detailed in [HR Policy and HR Procedure – Gifts and Hospitality](#).

Detailed guidance on all matters covered by conduct and security is provided in [HR Procedure – Conduct and Security](#). Any breach, attempted breach or breach due to negligence of this policy, or the associated procedure, even if your actions do not amount to a criminal offence, will be treated as a disciplinary offence, which may result in a penalty up to and including dismissal.

3.1 Your responsibilities as an employee

You are expected to:

- make yourself aware of and understand this policy and associated procedure; and
- ensure that you act within the provisions of this policy and associated procedure, protecting the interests of the Civil Service at all times, and comply with any instructions given to you in relation to your conduct.

3.2 Your responsibilities as a manager

You are expected to:

- ensure that you and your team are aware of and understand this policy and associated procedure;
- support the effective implementation of this policy and associated procedure;
- lead by example and encourage a culture of appropriate conduct and behaviour; and
- address any disciplinary issues or grievances which may arise as a result of this policy and associated procedure, with support from Human Resources.

3.3 Human Resources responsibilities

Human Resources have responsibility for:

- giving advice and guidance on the application of this policy and associated procedure;
- supporting managers in addressing any disciplinary issues or grievances which may arise as a result of this policy and associated procedure; and
- monitoring and reviewing this policy and associated procedure, in consultation with the FC Trade Unions.