

# CIVIL SERVICE CODE

## INTRODUCTION

1. The Civil Service forms an integral and key part of government. It supports the States of Deliberation, Committees and Boards in formulating and implementing their policies, and in the delivery of public services. Civil servants are recruited on merit through fair and open competition. You can take pride in carrying out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality.
  - > **Integrity** is about putting the public good above your own personal interests in whatever you do as a civil servant.
  - > **Honesty** involves being truthful and transparent.
  - > **Objectivity** means that you base your advice and decisions on rigorous analysis of the evidence.
  - > **Impartiality** requires you to act solely according to the merits of the case and without bias. In a politically impartial Civil Service, you must not let your own political views influence your work.
2. These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of States Members<sup>1</sup>, the public, other organisations it works with, and its many customers, and to fulfil its role in Island life.
3. This Code sets out the standards of behaviour expected of you and all other civil servants and the duties that civil servants owe to States Members<sup>2</sup> the public, other organisations the Civil Service works with, and its many customers. These standards and duties flow from the core values. Individual Committees may also have their own separate mission and values statements based on the core values including the standards of behaviour expected of you in your dealings with your colleagues.

<sup>1</sup>States Members include non-States Members of States Committees or Boards.

<sup>2</sup>Similar standards are set out in the Code of Conduct for Members of the States of Guernsey.

## STANDARDS OF BEHAVIOUR

### INTEGRITY

4. You must:
  - > conscientiously fulfil your duties and obligations
  - > always act in a way that is professional and that deserves and retains the confidence of those with whom you have dealings, whether they be States Members, members of the public or other civil servants
  - > ensure the proper and efficient use of public money
  - > deal with the public and their affairs fairly, efficiently, promptly and effectively
  - > comply with the law
  
5. You must not:
  - > misuse your official position or information acquired in the course of your official duties to further your private interests or those of others, and after leaving your official position must not take improper advantage of your previous office
  - > accept gifts or hospitality or receive other benefits from a third party which might reasonably be seen to compromise your personal judgement or integrity
  - > disclose confidential information without authority. This duty continues to apply after you leave the Civil Service

### HONESTY

6. You must:
  - > set out facts and issues truthfully
  - > use resources only for the authorised public purposes for which they are provided
  
7. You must not:
  - > be influenced by pressures from others or the prospect of personal gain
  - > deceive or knowingly mislead States Members, other civil servants or members of the public

**OBJECTIVITY**

8. You must:
  - > provide information and advice, including advice to States Members, on the basis of the evidence, and accurately present the options
  - > take decisions on the merits of the case
  - > take due account of expert and professional advice
  
9. You must not:
  - > ignore inconvenient facts or relevant considerations when providing advice or taking decisions
  
  - > frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from decisions

**IMPARTIALITY**

10. You must:
  - > carry out your responsibilities in a way that is fair, just and equitable and reflects the Civil Service commitment to equality and diversity
  
11. You must not:
  - > act in a way that unjustifiably favours or discriminates against particular individuals or interests

**POLITICAL IMPARTIALITY**

12. Civil servants must maintain political impartiality: you must serve the States of Guernsey to the best of your ability in a way which is consistent with the requirements of this Code and irrespective of your own political beliefs.
  
13. You must:
  - > implement decisions conscientiously
  
  - > act in a way which deserves and retains the confidence of States Members, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in the future
  
  - > comply with any restrictions that have been laid down on your political activities

14. You must not:
- > allow your personal political views to determine any advice you give or your actions

## RIGHTS & RESPONSIBILITIES

15. Your Line Manager has a duty to make you aware of this Code and its values. If you believe you are being required to act in a way which conflicts with this Code, your Chief Secretary has a duty to consider your concern, and to ensure that you are not penalised for raising such a concern.
16. If you have such a concern<sup>1</sup>, you should in the first instance raise it with your line manager or someone else in your line management chain. If for any reason you would find this difficult, you should raise the matter with your Chief Secretary or equivalent.
17. If you become aware of actions by others which you believe conflict with this Code you should report this to your line manager or someone else in your line management chain; alternatively you may wish to seek advice from your Chief Secretary or equivalent.
18. This Code is part of the contractual relationship between you and the States of Guernsey as your employer. It lays down the high standards of behaviour expected of you which follow from your position in public and Island life as a civil servant. You can take pride in living up to these values.

<sup>1</sup>The Disclosure of Malpractice section in the Established Staff Directive “Conduct” may also apply in some circumstances, and is available on the States Intranet [here](#)  
The Whistleblowing Policy may also apply and is also available on the States Intranet [here](#)  
Evidence of criminal or unlawful activity should be reported to the Police or other appropriate authorities.