

Appendix A: Conservative Members of Parliament (as employers) and their employees: Code of Conduct

Rights and responsibilities of employees

Rights

All employees, whatever their role or level, are entitled to:

- be treated with dignity, respect and courtesy by their employer, colleagues, House staff, contractors, visitors and members of the public;
- be valued for the work that they do;
- be free from any form of discrimination, victimisation, harassment or bullying;
- work in an environment free from unwelcome behaviour and inappropriate language.

Responsibilities

All employees should:

- conduct themselves in a professional and respectful manner;
- be fair and just in all workplace dealings;
- listen to the views of others;
- understand the difference between normal work disagreements and harassment/bullying.

All employees are responsible for ensuring they understand what behaviour is required of them and that their conduct does not cause offence. Everyone shares a responsibility for understanding the sensitivities and feelings of others and avoiding behaviour that could cause offence or distress. Equally, all employees should be free to carry out their duties free from unfounded allegations of discrimination, harassment or bullying.

Rights and responsibilities of Conservative Members of Parliament (as employers)

Rights

All Conservative Members of Parliament (as employers), like their employees, are entitled to be treated with respect and dignity. They have the right to:

- expect to carry out their parliamentary business free from unfounded allegations of discrimination, harassment or bullying;
- expect employees to be as helpful as possible, to act with honesty, probity and so uphold the reputation of the House and of the Member as a member of the Conservative Party.

Responsibilities

In return, Conservative Members of Parliament (as employers) are expected to:

- interact with their employees in a fair, reasonable and consistent manner;
- use appropriate channels should issues relating to delivery standards arise;
- fully co-operate with the Conservative Pastoral Care Team (CPCT) should a grievance procedure be instigated;
- ensure their employees act in accordance with the spirit and ethos of this policy in their dealings with House staff;
- lead by example to encourage and foster an atmosphere of respect and tolerance;
- not use their position to bully, abuse or harass employees or assume a threatening or intimidating style or discriminate against them.

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