

GUIDELINES FOR EMPLOYEES

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Scottish Borders Council regards its employees as its greatest asset. As such it recognises that as an employee you may expect to:-

- work in a safe and healthy environment
- be treated fairly and with dignity and respect
- be free of discrimination, harassment and victimisation
- be clearly informed of the expectations of your role
- Be aware of the competencies required for your role and how these should be used when carrying out your role
- be clear on the required standards of work and behaviour through policies, procedures and applicable external Codes of Practice
- be appropriately inducted, trained and developed

- Have annual appraisal meetings which produce clear objectives and which are regularly followed up.
- be involved in/consulted on the planning process relevant to duties
- be enabled to perform to the best of your ability
- be given effective, timely feedback
- be managed professionally
- have your ideas and opinions valued
- be kept well informed of the council's objectives and plans
- receive the willing help, support and guidance of your managers and colleagues
- have internal promotion actively encouraged
- receive recognition for achievement

Equally the Council expects that you will:-

- take care of your own health and safety and that of your colleagues, managers, clients and members of the public
- treat all your colleagues, managers, clients and members of the public with dignity and respect
- not engage in harassment, victimisation or discriminatory behaviour
- maintain regular attendance
- perform to satisfactory standards of work and behaviour
- Act in accordance with the competencies required for your role.
- maintain a positive attitude to your job
- support the Council in meeting its objectives
- keep your manager informed to enable him/her to manage effectively

- willingly help, support and guide your manager and colleagues
- observe the Code of Conduct for employees
- comply with all Council policies, procedures and applicable external Codes of Practice, and keep yourself up to date with any new or revised policies, procedures or relevant external Codes.
- contribute ideas for improvement