

Lantos - Civil Service Code Declaration and Compliance Statement - V1

What does the Compliance Statement cover?

This Civil Service Code Declaration and Compliance Statement exists to set out the commitment and responsibilities of Lantos Business Solutions Ltd and those who work for us regarding observing and upholding the Standards of Behaviour required by the Civil Service Code.

Civil Service Code - Standards of behaviour

Integrity

You must:

-) fulfil your duties and obligations responsibly
-) always act in a way that is professional and that deserves and retains the confidence of all those with whom you have dealings
-) carry out your fiduciary obligations responsibly (that is make sure public money and other resources are used properly and efficiently)
-) deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability
-) ensure you have Ministerial authorisation for any contact with the media
-) keep accurate official records and handle information as openly as possible within the legal framework
-) comply with the law and uphold the administration of justice

You must not:

-) misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others
-) accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity
-) disclose official information without authority (this duty continues to apply after you leave the Civil Service)

Honesty

You must:

-) set out the facts and relevant issues truthfully, and correct any errors as soon as possible
-) use resources only for the authorised public purposes for which they are provided

You must not:

-) deceive or knowingly mislead ministers, Parliament or others
-) be influenced by improper pressures from others or the prospect of personal gain

Objectivity

You must:

-) provide information and advice, including advice to ministers, on the basis of the evidence, and accurately present the options and facts
-) take decisions on the merits of the case
-) take due account of expert and professional advice

You must not:

-) ignore inconvenient facts or relevant considerations when providing advice or making decisions
-) frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions

Impartiality

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

You must not:

-) act in a way that unjustifiably favours or discriminates against particular individuals or interests

Political Impartiality

You must:

-) serve the government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are
-) act in a way which deserves and retains the confidence of ministers, 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 some future government
-) comply with any restrictions that have been laid down on your political activities

You must not:

-) act in a way that is determined by party political considerations, or use official resources for party political purposes
-) allow your personal political views to determine any advice you give or your actions.

Rights and responsibilities

Where you are required to undertake Lantos business for UK government, we have a duty to make you aware of this Civil Service Code and its values. If you believe that you are being required to act in a way which conflicts with this Code, we must consider your concern, and make sure that you are not penalised for raising it.

If you have a concern, you should start by speaking with your Lantos supervising manager or someone else in your line management chain. If for any reason you would find this difficult, you should raise the matter directly with the Lantos Compliance Manager who have been appointed to advise staff on the code.

If you become aware of actions by others which you believe conflict with this code you should report this to your supervising manager or someone else in your line management chain; alternatively you may wish to seek advice from your nominated officer.

You should report evidence of criminal or unlawful activity to the police or other appropriate regulatory authorities. This code does not cover HR management issues.

If you have raised a matter in accordance with the relevant procedures, and do not receive what you consider to be a reasonable response, you may report the matter directly to the Civil Service Commission.

The commission will also consider taking a complaint direct. Its address is:

Civil Service Commission, G/8, 1 Horse Guards Road
London SW1A 2HQ
Tel: 020 7271 0831
Email: info@csc.gov.uk

Personnel Declaration

I _____ acknowledge the Civil Service Code (Standards of Behaviour) and declare that I will observe and comply with the standards outlined within the code of Integrity, Honesty, Objectivity, Impartiality and Political Impartiality.

When completed and signed by Personnel, this document should be scanned and emailed (Compliance.Manager@lantos.co.uk) *[in PDF format]* for the attention of the Lantos Business Solutions, Compliance Manager.

Signature: _____

Organisation: _____

Role: _____

Date: _____