

Code of Conduct for Tampines Town Council

Introduction

1. The Tampines Town Council (TTC) strives to uphold the highest levels of conduct and integrity in all transactions and interactions, and has set up its own Code of Conduct applicable to all TTC's officers¹. It sets out the principles to guide them when they conduct TTC's activities internally as well as externally with other parties.
2. All officers are expected to adhere to these guidelines as amended from time to time. However, no code or policy can anticipate every situation that may arise. As such, in situations where the Code of Conduct does not provide adequate guidance, the TTC expects its officers to act in good faith, and apply their own judgment to arrive at a right decision.

Personal and Professional Behaviour

3. We uphold the highest standards of conduct and behaviour in and outside TTC to safeguard TTC's reputation and interests. In all our dealings, we are guided by the principles of fairness, integrity and professionalism.
4. We do not misuse our official position or appointment for personal benefit or for the gain of other parties.
5. Our personal affairs should not render us liable to become a judgement debtor or a bankrupt.
6. We commit to uphold the trust placed in us by others, and endeavour to the best of our ability to carry out TTC's functions efficiently, effectively and with integrity.
7. We have a duty to familiarise ourselves with the guidelines and practices relevant to our work and abide by them.
8. We are encouraged to highlight areas (e.g. rules, regulations, laws and procedures) for review and update so as to help us achieve our functions more effectively and efficiently.
9. We maintain complete, accurate, and appropriate documentation of processes undertaken and of the rationale for decisions.

¹Chairman, Vice-Chairman, all elected and appointed Town Councillors, committees' members, key officers (Section 2 of the Town Councils Act (Cap. 329A)), managing agent of the TTC and employees.

10. We work towards building an inclusive working environment. We do not intimidate or harass our fellow colleagues but seek to be sensitive in our dealings with them. We are committed to teamwork, and to building mutual trust.

11. We encourage staff to be innovative and to express alternative views. However, staff should express these views in a professional manner and avoid personal attacks on colleagues. They should also not undermine decisions that have already been made at the organisational or department levels by expressing differing personal views on the same issue to third parties.

Duty of Confidentiality

12. We safeguard the confidentiality of documents and information obtained during the course of our work with TTC and even after we leave TTC.

13. We should not use information obtained in the course of our work at TTC, for unofficial or unauthorised use, or allow other parties to do so. This applies the course of our work with TTC and even after we leave TTC.

14. We should also adhere to TTC's policy on personal data protection.

Conflicts of Interest

15. We avoid situations that may give rise to actual, potential, or perceived conflicts of interest. We take appropriate steps to mitigate potential conflicts of interest where such conflicts are unavoidable.

16. Our personal dealings and activities should not compromise TTC's interests or affect our ability to perform our official duties.

17. We should not solicit gifts, services and entertainment from external parties and should be mindful of accepting gifts, services and entertainment that could give rise to the perception that our judgement is, will be, or has been compromised or influenced.

18. We declare to the Chairman, Secretary or the General Manager all gifts, services and entertainment received from external parties in the course of our work in TTC. This is good corporate governance practice to protect our interests in the event of complaints or allegations made.

19. We should ensure that our family members do not accept any of the gifts, services or entertainment offered by external parties whom we have official dealings. Gifts, services and entertainment that are lavish or excessive (in terms of dollar value and frequency) are inappropriate.

20. Our TTC's duties may allow us access to which could be material and price-sensitive. We are not allowed to act on such information to achieve personal gains (for example, by making profits or cutting losses) or to help third parties to do likewise. We should keep the information confidential and only use such information within TTC specifically for the purposes which we had obtained them for.

21. We should also avoid investments or transactions that may suggest a conflict between our TTC's responsibilities and our personal interests, or which may affect our ability to perform our official duties professionally.

22. We promptly declare or disclose any family or close relations (including fiancés/fiancées) that could lead to potential conflicts of interest during the course of our TTC's duties.

Knowledge and skills

23. Employees are expected to adopt a culture of continuous learning and share their knowledge and skills together to create new value.

Workplace Health and Safety

24. TTC will comply with all the necessary laws and regulations and ensure a working environment that is safe and healthy.

25. We take personal responsibility to foster a safe and secure working environment and avoid unnecessary risk to ourselves and to others. We identify and report hazardous working conditions or breaches of security.

26. If an employee is unwell, he or she should seek medical advice.

27. Employees must not be under the influence of alcohol or drugs during working hours that can impair their judgment and threaten the safety of themselves or others.

Use of TTC's Resources

28. We use all TTC's resources, including financial and electronic assets, in a responsible and appropriate manner.

29. We are responsible for protecting TTC's resources whether tangible or intangible, against threats of loss, theft, waste or other misuse. Theft or misappropriation of TTC's resources may constitute a criminal offence and officers may be subject to disciplinary action, including criminal prosecution under the relevant Acts.

30. Resources such as telephones, electronic mail systems and other electronic equipment are used primarily for work purposes. When using the internet and e-mail, we should not download, upload, access, and/or send offensive or illegal materials.

31. We adhere strictly to the relevant safeguards and controls over the use of TTC's financial resources (e.g., in procurement of goods and services and payments). Use of such resources needs to be properly authorised and documented for accountability and audit purposes.

Enforcement of the Code of Conduct

32. TTC is committed to its Code of Conduct. Any alleged violation of this Code will be investigated. If an officer is found to have breached the Code, he or she will be disciplined accordingly. The Code of Conduct will be updated from time to time to keep it relevant to changes in the external environment.