

# **Staff Charter**

## **Standards our Staff can expect**

Wicklow Local Authorities aims to provide a high quality service in a safe and secure environment.

We aim to ensure the safety, health and welfare of all our employees.

Our main offices are monitored by CCTV.

- Please remove helmets before approaching the counters.
- Mobile phones should be switched off when conducting business with our staff.

### **We ask everyone on our premises to note that the following behaviour is not acceptable:**

1. Behaviour which is disruptive and interferes with the use and enjoyment of the facility or services by others.
2. Harassment of staff or other members of the public by use of abusive, racist, obscene or threatening language.
3. Use of violence or threat of violence towards staff and / or members of the public.
4. Malicious damage to premises and / or theft of Wicklow Local Authorities property.
5. Smoking in any premises of Wicklow Local Authorities.
6. Leaving personal property unattended while using Wicklow Local Authorities facilities.
7. Conducting your business under the influence of alcohol or illegal drugs.

**Please help us to encourage the responsible and considerate use of Wicklow Local Authority facilities by observing these Codes of Conduct.**