



VALUES AND BEHAVIOURS CHARTER

Staff will respect all colleagues by being:

- Open and honest.
- Fair.
- Consistent.
- Helpful and supportive.
- Approachable and Friendly.
- Tolerant and understanding of our colleagues individual differences.

The Town Council will value and respect all staff by:

- Being fair and consistent.
- Supportive and encouraging.
- Recognising and rewarding.
- Responding positively to feedback.
- Having clear expectations.
- Providing equality of opportunity.
- Embracing individual differences.
- Sharing information honestly.
- Behaving ethically.

When in contact with our Customers:

- We will expect our customers to treat our staff with respect.
- We will take pride in our work and be polite, courteous and professional.
- We will respect the individual needs of all our customers.
- We will always listen and respond to the feedback from our customers.
- We will respect confidentiality at all times.

June Hunt
Town Clerk