

Ethics Checklist 6 - Staff

Use this checklist to rate features of an ethical approach in parliamentary research & library services. Put a cross in the last column if this feature exists (is already 'in place') in your service. Feel free to write in features that you think should be listed, and rate them. Please add any comments in the box at the end.

'Staff' checklist		Very important	Useful	Not useful	Impractical / high risk	<i>In place</i>
6.1	Conflict of interest is clearly defined and forbidden. There is clear guidance on identification of interests, transparency, management of interests and the process to follow in case of conflict of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Duties in relation to proper use of public funds are defined. Staff are trained in the application of these duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	There are rules and/or guidance on contacts with lobbyists and other interested parties, and on the acceptance of hospitality or gifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	There are rules on non-disclosure and non-exploitation of internal service information, and knowledge gained during duties that would be unavailable to an ordinary member of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	There are rules on abuse of facilities, services and official travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	There are rules regarding private financial interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	There is a requirement on (senior) staff to declare their assets and financial interests on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	There are rules on ethical relations between superior and subordinate staff (e.g. no gifts).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff issues

-) Many staff issues are generic in a public administration. They will be defined and managed by the human resource management function. Only the most relevant are mentioned in this checklist.
-) There are specific points of interest for research and library services, with some examples below:-
- o (Perceived) conflicts of interest jeopardising the perceived independence of the service.
 - o Information and knowledge gained as a member of staff, and how that is shared or not shared.
 - o Relations with Members and with lobbyists.
-) 'Conflict of interest' here can be interpreted to include active membership or perceived identification with

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6.9	Staff do not have the right to refuse to serve a particular Member or party on grounds of conscience. [In Comments, note how a refusal would be handled in your service]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.10	Close personal relationships with Members, or their staff, are not consistent with work in the research service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff issues

a political party - but in some parliamentary administrations such affiliations may be considered normal.

) In some parliaments, there may be issues of Members with perceived "terrorist" or "ex-terrorist" connections, and staff with particular sensitivities regarding that. In others, there may be similar issues around past or present ethnic conflict.

Comments Ethics Checklist 6 'Staff'