

THAMES FREEPORT

Staff Code of Conduct

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About this Code

This Code sets out the standards of behaviour and professional conduct expected of all Thames Freeport staff. It applies in addition to, and not instead of, all other Thames Freeport policies. All staff are required to read and acknowledge this Code at induction and annually thereafter.

1. Purpose and Scope

Thames Freeport manages public funds and is accountable to government, stakeholders, and the communities across its three Tax Site areas. The conduct of every member of staff reflects on Thames Freeport's integrity and reputation. This Code applies to all employees, contractors, consultants, and interns in all work settings including offices, Tax Sites, off-site meetings, travel, events, and digital communications.

2. The Nolan Principles of Public Life

As a publicly funded body, Thames Freeport and everyone working on its behalf is expected to uphold the seven Nolan Principles:

Principle	What it means for Thames Freeport staff
Selflessness	Act in the public interest. Do not use your position to gain personal advantage.
Integrity	Avoid obligations that could compromise your judgment. Declare and resolve conflicts of interest.
Objectivity	Make decisions based on merit, evidence, and Thames Freeport's objectives — not personal preference.
Accountability	Take responsibility for your decisions and be prepared to explain them.
Openness	Be transparent in your work and communications. Share information appropriately.
Honesty	Be truthful in everything you do, including reports, records, and representations.
Leadership	Demonstrate these values in your own conduct and support them in others.

3. Professional Conduct

3.1 Behaviour and relationships

- Treat all colleagues, partners, stakeholders, and members of the public with dignity and respect.
- Do not engage in bullying, harassment, discrimination, or victimisation of any kind.
- Maintain professional boundaries in all working relationships including those conducted online.
- Raise concerns about others' conduct through appropriate channels.

3.2 Attendance and reliability

- Attend work reliably and maintain expected standards of punctuality.

- Notify your line manager as early as possible if unable to attend.
- Use working time productively and in Thames Freeport's interests.

3.3 Confidentiality

- Treat information obtained in the course of your work as confidential unless you have authority to share it.
- Do not disclose commercially sensitive, personal, or legally privileged information to unauthorised parties.
- Confidentiality obligations continue after leaving Thames Freeport's employment.

4. Conflicts of Interest

You must declare any actual, potential, or perceived conflict of interest between your personal interests and Thames Freeport's interests. Declarations must be made to your line manager and recorded on the Declarations of Interest Register for staff. When in doubt, declare. You must not participate in any decision in which you have a conflicting personal interest.

5. Gifts and Hospitality

Type	Rule
Gifts (cash or equivalent)	Never acceptable in any amount.
Gifts (non-cash, unsolicited)	Acceptable up to £50 in value. Must be declared. Items above £50 must be returned or surrendered.
Hospitality	Proportionate and reasonable business hospitality is acceptable. Must be declared. See Travel, Subsistence, Gifts and Hospitality Policy.
During active procurement	Zero tolerance — no gifts or hospitality from any procurement candidate at any value.

6. Use of Thames Freeport Resources

- Use Thames Freeport resources — IT systems, equipment, time, and funds — for authorised business purposes only.
- Do not use Thames Freeport's name, reputation, or relationships for personal gain.
- Expense claims must be honest, accurate, and receipted.
- IT and data must be handled in accordance with the IT and Information Security Policy and GDPR Policy.

7. Public Statements and Social Media

Do not make public statements, give media interviews, or post content on social media attributable to Thames Freeport without prior authorisation. When using personal social media, clearly distinguish personal views from Thames Freeport's. Do not disclose confidential information or post content that could damage Thames Freeport's reputation.

8. Outside Work

You may undertake secondary employment provided it does not conflict with Thames Freeport's interests, use its confidential information or contacts, or affect your performance. You must notify your line manager and obtain approval before taking on any paid secondary employment.

9. Reporting Concerns

If you become aware of conduct that may breach this Code, Thames Freeport's policies, or the law, you are expected to raise it through your line manager, HR, or the Whistleblowing Policy. Thames Freeport will protect anyone who raises a concern in good faith.

10. Consequences

Breach of this Code may result in disciplinary action up to and including dismissal for gross misconduct. Certain breaches may also have legal consequences.

11. Annual Acknowledgement

Name	Signature	Date