



Belfast Harbour Police



Code of Ethics



Human Resources Department

Date: January 2014

Review Date: January 2017

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Introduction

Public confidence in any police service depends on the police officers within that service demonstrating the highest level of personal and professional standards of conduct.

The standards set out in this Code reflect the expectations that the Belfast Harbour Commissioners, the Chief Officer and the public have of how Belfast Harbour Police officers should behave. This Code and the standards in it are not intended to restrict a Police officers' discretion but they define a framework within which that discretion can be exercised and what type of conduct is acceptable and what is unacceptable.

This Code of Ethics also reflects relevant principles enshrined in current legislation including the *European Convention on Human Rights and the Council of Europe Code of Police Ethics*.

Police officers:

Are required to respect and obey the law at all times and will be held personally responsible and accountable for their acts or omissions. BHP will monitor changes to the legislation, regulations and guidance-to-best-practice and will identify to its officers such changes along with any changes in By-laws, internal procedures or policies. Belfast Harbour Police officers have a responsibility: to use such information to keep themselves fully informed; and to participate in any training delivered or supplied, which relates to their duties as a Police officer.

Effective policing requires the co-operation of the public. Police officers, when carrying out their duties in accordance with the provisions of this Code, have the right to expect the respect and support of the Chief Officer, the public and elected representatives.

Police officers have the same right as others to expect that their human rights and fundamental freedoms will be respected and that they can work in an environment where they will not be subjected to harassment, inequality or discrimination from others within the service or members of the public. The Chief Officer and the Management of BHC will proactively support such a working environment.

This Code shall be applied in any investigation, hearing or decision relating to misconduct in a reasonable, proportionate and objective manner. Due regard shall be given to the degree of negligence or deliberate fault of an officer and to the nature and circumstances of the officer's misconduct, including whether his or her actions or omissions were reasonable at the time of the conduct under investigation. The BHP Code of Ethics replaces the Belfast Harbour Police Manual (revised 1992) as the disciplinary code for all Belfast Harbour Police officers.

This Code of Ethics document gives examples to help Police officers interpret the standards expected in a consistent way. They are not intended to be an exclusive, prescriptive or exhaustive list.

Appendix – (A) provides some examples of Gross Misconduct. Page – (17)

Appendix – (B) provides some examples of Misconduct (breaches) Page – (18)

Police Supervisors:

Those entrusted to supervise and manage police officers are role models for delivering a professional, impartial and effective policing service. They have a particular responsibility to maintain standards of professional behaviour by demonstrating strong leadership and by dealing with conduct which has fallen below these standards in an appropriate way, such as by direct management action or through the formal disciplinary process.

This document has been produced by sourcing information from the following;

- Belfast Harbour Police Manual (revised 1992)
- Section 79 Harbour Docks and Piers Act 1847
- The Police (Northern Ireland) Act 2000
- The Police (Northern Ireland) Act 1998
- United Nations Code of Conduct for Law Enforcement Officials.
- European Code of Police Ethics.
- United Nations Universal Declaration of Human Rights.
- European Convention on Human Rights.
- United Nations Basic Principles on the Use of Force and Firearms by Law Enforcement Officials.
- Section 3 of the Criminal Law Act (Northern Ireland) 1967
- PSNI Code of Ethics.
- UK Police Conduct Regulations, 2008
- Code of Practice for Victims of Crime – Home Office and DoJNI.gov

Police officers are required, at all times, to carry out their duties in accordance with the provisions of this Code of Ethics. In the event that a Belfast Harbour Police instruction, policy or procedure conflicts with the provisions of the Code of Ethics, officers are required to comply with the provisions of this Code.

Any conduct, whether on or off duty, which brings or is likely to bring discredit on the Belfast Harbour Police may be investigated in order to establish whether or not a breach of the Code has occurred. A breach of the Code may result in a criminal or disciplinary investigation, either by the Office of the Police Ombudsman or the Belfast Harbour Police or Belfast Harbour Commissioners. This Code applies to all officers regardless of rank.

Ethical Standards Required of Belfast Harbour Police Officers

Article 1: Professional Duty and Responsibilities

1.1

By this Code Belfast Harbour Police formally adopt the policing principles outlined in section 32 of the Police (Northern Ireland) Act 2000. Therefore by adopting these principles and as outlined in this Code of Ethics Belfast Harbour Police (B.H.P) officers have a duty:

- A. To protect life and property
- B. To preserve order
- C. To prevent the commission of offences
and
- D. Where an offence has been committed, to take measures to bring the offender to justice.

When carrying out these duties, Police officers shall obey and uphold the law, protect human dignity and uphold the human rights and fundamental freedoms of all persons as enshrined in the Human Rights Act 1998, the European Convention on Human Rights and other relevant international human rights instruments. Therefore BHP officers shall not subject any person to torture or to cruel, inhuman or degrading treatment or punishment.

BHP officers shall follow the principle that everyone who is the subject of a criminal investigation shall be presumed innocent until found guilty by a court. All investigations shall be based on reasonable suspicion and shall be conducted in a thorough, impartial and diligent manner thereby ensuring accountability in accordance with the law.

1.2

Police officers shall, as far as is practicable, carry out their functions with the aim of securing the support and cooperation of, the people employed in or using the Harbour Estate.

1.3

Police officers shall carry out their duties in accordance with the Belfast Harbour Police Oath which states: "I hereby do solemnly and sincerely and truly declare and affirm that I will faithfully discharge the duties of the office of Constable in the Harbour Police of the Port and Harbour of Belfast, with fairness, integrity, diligence and impartiality, upholding fundamental human rights and according equal respect to all individuals and their traditions and beliefs; and that while I continue to hold the said office I will to the best of my skill and knowledge discharge all the duties thereof according to law."

1.4

All BHP officers are to be diligent in the exercise of their duties and responsibilities and must not knowingly neglect their duties or responsibilities.

Note: When deciding if an officer has neglected his or her responsibilities or work, all of the circumstances will be taken into account.

It should be remembered that Police officers have discretion and may have to prioritise the demands on their time and resources. This may involve leaving a task in order to go and deal with a different one, which in their judgment *at that time* was more important.

This should be accepted and in many cases is essential in order to make things work in operational terms.

1.5

Police officers shall not take any active part in politics.
(Sourced from: *Statement of Employment Particulars*)

1.6

Police officers shall notify Belfast Harbour Commissioners of their membership of any organisation which might reasonably be regarded as affecting their ability to discharge their duties effectively and impartially in accordance with Belfast Harbour terms and conditions of employment on registration of notifiable memberships.
(Sourced from: *Statement of Employment Particulars*)

1.7

Police officers shall not suffer administrative or other penalties because they have reported that a violation of this Code has occurred or is about to occur unless such a report is shown to be malicious, reckless or manifestly ill founded.

1.8

Police officers shall ensure that accurate records are kept of their duties as required by relevant Codes of Practice and Belfast Harbour Police policy and procedure. Police officers shall not through neglect make any false, misleading or inaccurate oral or written statement or entry in any record or document made, kept or required for police purposes. Nor shall they omit to make any oral or written statement or entry in any such record or document. They shall not, through lack of care, alter, deface, erase, conceal or destroy any record or document, kept or made in connection with any police activity.

Article 2: Police Investigations**2.1**

Police investigations shall, as a minimum, be based upon reasonable suspicion of an actual or possible offence or crime. They shall be conducted in a prompt, thorough, impartial and careful manner so as to ensure accountability and responsibility in accordance with the law.

2.2

Police officers shall follow the principle that everyone who is the subject of a criminal investigation shall be presumed innocent until found guilty by a court.

2.3

Police officers shall treat all victims of crime and disorder with sensitivity and respect their dignity. As far as reasonably practical Police officers shall consider the needs, vulnerabilities and concerns of victims at all times. Subject to the rules governing confidentiality, victims shall be updated on the progress of any relevant investigations in accordance with the generality of expected behaviour set out in Code of Practice for Victims of Crime.

2.4

BHP officers shall take account of the particular needs of witnesses and where necessary provide appropriate support. If during the course of any investigation information is received which indicates that a witness may be intimidated appropriate steps should be taken to reassure the witness and inform relevant BHP management who will request specialist PSNI assistance.

Article 3: Privacy and Confidentiality**3.1**

All Belfast Harbour Police staff must treat confidential information or data with respect and access, retain, use or disclose it only in the proper course of their work and in accordance with Data Protection Act 1998 and the right to respect for private and family life contained in Article 8 of the European Convention on Human Rights. Officers shall comply with all relevant legislation, Belfast Harbour Police and Belfast Harbour Commissioners' policy and procedures governing the gathering, retention, use and disclosure of confidential information or data.

3.2

Police officers shall exercise powers of search and surveillance only when it is lawful, necessary and proportionate to do so.

3.3

Belfast Harbour Police shares information with other agencies and the public as part of its legitimate policing business. BHP officers and staff shall never access or disclose any information that is not in the proper course of police work.

3.4

BHP officers or staff who are unsure if they should access or disclose information should always consult with their line manager or the department that deals with data protection or freedom of information before accessing or disclosing it.

3.5

B.H.P. officers must not provide information to third parties who are not entitled to it. This includes for example, requests from family or friends, approaches by private investigators and unauthorised disclosure to the media. BHP officers and staff shall not gather, retain, use or disclose information or data of a personal or confidential nature for personal benefit. They shall comply with BHC policy governing contact with the media. If an officer has any doubt regarding any media enquiry it should be referred immediately to the Chief Officer.

3.6

Where a Harbour Police Officer provides any reference in a private as opposed to professional capacity, then he or she will make this clear to the intended recipient and will emphasise that it is being provided in a private capacity and no police information has been accessed or disclosed in giving such a reference.

3.7

BHP officers and staff should not make any anonymous communication to the BHC Board, or any member of BHP or BHC (except in the latter case where such communication is in accordance with BHC's Public Interest Disclosure (Whistle blowing) Policy). Anonymous disclosure is discouraged as it impedes the proper and effective investigation of a complaint. Officers shall not make any representations to the Board with regard to matters concerning BHP nor should they canvass any member of the Board with regard to any such matter, unless properly authorised to do so.

Article 4: Use of Force

4.1

BHP officers in carrying out their duties, shall as far as possible apply non-violent methods before resorting to the use of force. Any use of force shall be the minimum appropriate in the circumstances and shall reflect a graduated and flexible response to the threat that is necessary, proportionate and reasonable in the circumstances.

It is for the individual officer to justify his or her use of force, but when assessing whether the force used was necessary, proportionate and reasonable, all of the circumstances should be taken into account and especially the situation, which the officer faced at the time. Force should only be used if other means proved ineffective or there was no realistic prospect of achieving the intended result without using force.

4.2

As far as it is reasonable in the circumstances police staff must act in accordance with their training in the use of force, i.e. by applying the National Decision Model (as updated or amended) to decide what force may be necessary, proportionate and reasonable. Section 3 of the Criminal Law Act, (Northern Ireland) 1967 and common law makes it clear that force may only be used when it is reasonable in the circumstances.

4.3

BHP officers shall respect everyone's right to life (as enshrined in Article 2 of the European Convention on Human Rights) and will not, under any circumstances, inflict, instigate or tolerate any act of torture, inhuman or degrading treatment or punishment.

4.4

A BHP officer shall only discharge a firearm in circumstances where he or she has an honest belief that it is absolutely necessary to do so in order to:

- Save life.
- Prevent serious injury.
- For training purposes.
- Effect the destruction of an animal where veterinary assistance is not available.
- Any use of force must be no more than is absolutely necessary: Article 2 (2) of the European Convention on Human Rights.

4.5

Before BHP officers resort to the use of firearms they shall identify themselves and give a clear warning of their intent to use a firearm and give time for the warning to be observed, unless to delay would:

- Place any person at risk of death or serious injury.
- Clearly be inappropriate or pointless in the circumstances of the incident.

(Sourced from: Article 10 United Nations Basic Principles on the Use of Force and Firearms by Law Enforcement Officials)

4.6

All BHP officers who have had to resort to the lawful use of force or firearms,

Shall:

- (A) Exercise restraint in such use and act in proportion to the seriousness of the offence and the legitimate object to be achieved.
- (B) Minimise damage and injury, and respect and preserve human life.
- (C) Ensure that assistance and medical aid are secured to any injured person at the earliest opportunity.
- (D) Ensure if deemed necessary that relatives or close friends of the injured or affected person are notified at the earliest opportunity.
- (E) Report the incident promptly to their supervisors.
- (F) Comply with BHP policy, procedure and guidance.

4.7

Supervisors shall ensure that support and counseling is offered to Police officers who have been involved in violent incidents or who have discharged a firearm.

Article 5: Detained Persons**5.1**

BHP officers shall ensure that all detained persons whose welfare they have responsibility for are treated in a humane and dignified manner. Arrest and detention shall only be carried out in accordance with the provisions of the European Convention on Human Rights, relevant legislation and associated Codes of Practice.

5.2

BHP officers shall when dealing with detained persons, as far as possible, apply non violent methods. If it is necessary to use force then such force should be lawful, proportionate and necessary for the maintenance of security and order and to prevent:

- Escape.
- Injury.
- Damage to property.
- Destruction of Evidence.

Force may also be used where the detained person resists the taking of items or samples for lawful criminal justice purposes.

5.3

BHP officers shall take every reasonable step to protect the health and safety of detained persons and shall take immediate action to secure medical assistance for such persons where required.

Article 6: Equality, Respect and Courtesy**6.1**

BHP officers shall act with fairness, self-control, tolerance and impartiality when carrying out their duties. They shall use appropriate language and behaviour in their dealings with members of the public, groups from within the public and their colleagues. They shall give equal respect to all individuals and their traditions, beliefs and lifestyles provided that such are compatible with the rule of law. Police officers must work to eliminate unlawful discrimination and promote equality of opportunity and good relations between persons of different groups.

6.2

In carrying out their duties BHP officers shall treat all persons or classes of persons equally regardless of race, colour, sex, language, religion, political or other opinion, national or social origin, association with a national minority, disability, age, sexual orientation, marital or family status, property, birth or any other status. Any difference in treatment shall be required to be justified and proportionate.

(Sourced from: Article 14 European Convention on Human Rights, Sections 75 and 76 Northern Ireland Act 1998.)

6.3

BHP officers must recognise that some individuals who come into contact with the police, such as victims, witnesses or suspects, may be vulnerable and therefore may require additional support and assistance.

6.4

Supervisors and managers have a particular responsibility to support the promotion of equality and by their actions to set a positive example.

Article 7: Honesty and Integrity**7.1**

BHP officers are to be honest and shall act with integrity towards members of the public and their colleagues so that confidence in the Belfast Harbour Police is secured and maintained. They shall avoid all forms of behaviour that may reasonably be perceived as being abusive, harassment, bullying or victimisation.

7.2

BHP officers shall at all times respect and obey the law and maintain the standards stated in this Code. They shall to the best of their ability respect and support their colleagues in the execution of their lawful duties.

7.3

B.H.P. officers must not knowingly make any false, misleading or inaccurate oral or written statements or entries in any record or document kept or made in connection with any police activity.

7.4

BHP officers must never accept any gift or gratuity that could compromise their impartiality. During the course of their work police officers may be offered hospitality (e.g. refreshments) and this may be acceptable as part of their role. However, a Police officer should always consider carefully the motivation of the person offering a gift or gratuity of any type and the risk of becoming improperly beholden to a person or organisation.

7.5

It is not anticipated that inexpensive gifts would compromise the integrity of a member of BHP staff, such as promotional products or discounts aimed at the entire police family (e.g. advertised discounts through police or BHC publications). However, all gifts and gratuities must be declared in accordance with BHC policy. Before accepting any corporate hospitality authorisation is required from the Chief Officer.

7.6

BHP officers shall not commit any act of corruption or dishonesty. They shall oppose and report all such acts coming to their attention and shall be supported by their colleagues, line management and Chief Officer in doing so.

(Sourced from: Article 7 United Nations Code of Conduct for Law Enforcement Officials.)

Article 8: Property**8.1**

BHP officers shall ensure that property, monies or equipment entrusted to them in their role as Police officers are handled and maintained as required by law and Belfast Harbour Police policy. Officers may commit a disciplinary offence under this Article if they lose, destroy or cause damage to police or BHC property or to any property which has been entrusted to them in the course of their duties, or if they fail to report, as soon as reasonably practicable, any loss, destruction or damage to any such property, however caused.

8.2

BHP officers shall ensure that all police equipment, documentary material, uniform, vehicles, radios, computers and related equipment, and any other equipment allocated to Belfast Harbour Police is handled and maintained in a manner that will ensure it is not lost or damaged.

Any BHP officer who is found to have maliciously or deliberately lost, altered or damaged any equipment will be the subject of disciplinary action and possible prosecution.

8.3

Any BHP officer who leaves the service for whatever reason must ensure that all uniform, equipment, note books and any other official documents are returned to the Belfast Harbour Police. Failure to return these items and equipment may result in action being taken to recover any financial loss to BHP or BHC and/or legal proceedings to recover any of the outstanding items.

Article 9: Fitness for Duty**9.1**

BHP officers shall be fit to carry out their responsibilities when commencing duty or on duty. Police officers shall not be unfit or impaired when reporting for or while on duty as a result of the consumption of alcohol, or intentionally misusing prescription drugs or solvent or substance abuse.

9.2

BHP officers on duty shall not, (without proper authority), consume alcohol.

9.3

BHP officers shall attend work promptly when rostered for duty. Unless on duties that dictate otherwise, officers shall always be clean and tidy to the professionally expected standards of BHP or BHC, whether on duty in uniform or in plain clothes.

9.4

The use of illegal drugs will not be permitted or condoned.

9.5

Officers who are aware of any health concerns that may impair their ability to perform their work should seek immediately guidance from the Human Resources Department/Occupational Health or line manager. If appropriate, reasonable duty adjustments may be made.

9.6

Officers who are unexpectedly called in to work should be able to say that they are not fit to perform the required work as a result of having consumed alcohol without risk of bringing discredit on themselves or the police service or being subject to any disciplinary procedure.

9.7

BHP officers who are absent from work, on account of sickness, must not knowingly engage in activities which could impair their return to work. In accordance with BHC sickness policy Police officers and staff will communicate/meet with the organizations' Medical Adviser or other member of the Occupational Health Team if required.

9.8

BHP Officers will comply with BHC sickness policy and procedures.

Article 10: Discreditable Conduct**10.1**

BHP officers must behave in a manner which does not discredit the Belfast Harbour Police or undermine public confidence in the police service.

Officers are required to report as soon as reasonably practicable to the Chief Officer any occurrence of behavior which may discredit BHP or BHC or which may undermine public confidence in the police service.

10.2

Where an officer has been convicted of a criminal offence that alone may lead to disciplinary action irrespective of the nature of the conduct itself. In all cases it must be clearly articulated and evidenced how the conduct or conviction has discredited the police service.

10.3

Officers are required to report as soon as reasonably practicable to the Chief Officer any occasion in the UK or elsewhere where they have been subject to: arrest, an interview in connection with any offence, a summons for an offence, a penalty notice for disorder, an endorsable Fixed Penalty Notice for a Road Traffic Offence, a charge or caution for an offence by any Enforcement Agency; or they have been informed that they will be reported to a prosecution service with a recommendation to prosecute .

10.4

They must also report as soon as reasonably practicable all convictions and sentences and conditions imposed by any court, whether criminal or civil (excluding matrimonial proceedings (but including non-molestation orders or occupation orders). 'Conditions imposed by a court' would include, for example, the issue of an anti-social behaviour order, a restraining order, or a bind-over.

10.5

In the interests of fairness, consistency and reasonableness the test is not solely about media coverage and perception relating to any court proceedings but shall have regard to all the circumstances and evidence.

10.6

BHP Officers shall not purchase alcohol when in uniform or on duty.

10.7

BHP officers when at work whether in uniform or not, shall display a positive image of the BHP in the standard of their appearance.

10.8

Unless their duties dictate otherwise police officers must be punctual when reporting for duty or when involved in police related commitments (e.g. attendance at court).

Article 11: Challenging and Reporting Improper Conduct**11.1**

BHP officers shall at all times prevent and oppose any violation of this Code. They shall report any violations or potential violations of the Code to a senior officer in BHP, as well as any violations which they reasonably believe are about to occur.

11.2

Any officer who in the circumstances feel they cannot challenge a colleague directly, for example if they are in a more junior role and are not confident, shall report their concerns, preferably to a line manager. If they do not feel able to approach a line manager with their concerns, they may report the matter to the Chief Officer either directly or through the confidential email system.

11.3

Any Police officer or police staff member will be supported by the Chief Officer if they report conduct by an individual which has fallen below the standards expected. However no police officer shall recklessly or maliciously make, produce, transmit or issue any libelous, slanderous or defamatory false statements which discredit the character, reputation or credit worthiness of any colleague, employee or any other person and thereby cause alarm or distress.

11.4

It is accepted that the circumstances may make immediate action difficult but managers are expected to challenge or take action as soon as possible. It is accepted however that it will not always be necessary to report an individual's conduct if the matter has been dealt with appropriately by a line manager.

Article 12: Orders and Instructions**12.1**

Belfast Harbour Police is a disciplined body. Unless there is good and sufficient cause to do otherwise, police officers shall obey all lawful orders and instructions and abide by the provisions of BHP policies and procedures.

12.2

BHP officers shall refrain from carrying out any orders that they know, or ought to know, are unlawful. No disciplinary action shall be taken against a police officer who refuses to carry out an unlawful order.

12.3

BHP Officers will abide by: this Code of Ethics; their terms and conditions of employment; Belfast Harbour and Belfast Harbour Police policies and procedures; and will accept the restrictions on their private lives described within these documents.

Article 13: Duty of Supervisors**13.1**

Supervisors shall be the primary promoters and positive agents of good conduct in relation to accepting and working within the spirit of the Code of Ethics. They shall be role models for delivering a truly professional, impartial and effective Police Service. They shall ensure that the individuals for whom they are responsible are supported, guided on the professional performance of their duties and encouraged to further their professional development.

13.2

Supervisors shall ensure that personnel carry out their professional duties correctly. They shall challenge and address any behaviour that is in violation of this Code, reporting violations where appropriate.

13.3

Supervisors have a particular responsibility to secure, promote and maintain professional standards and integrity through the provision of advice and guidance, or other remedial or appropriate action.

13.4

Supervisors have a duty to deal with alleged breaches of the Code of Ethics by officers for whom they are responsible, directly challenging and address any behaviour that is, or may, violate the Code. Supervisors may be failing in their duties under Article 13 if they report such breaches of the Code anonymously without taking any further direct action.

Article 14: Off-Duty Conduct**14.1**

BHP Officers have some restrictions on their private life. These restrictions have to be balanced against the right to a private life. Therefore, in considering whether a police officer has acted in a way which falls below expected standards while off-duty, due regard should be given to that balance and any action should be proportionate taking into account all of the circumstances.

14.2

Even when off duty, police officers must not behave in a manner that discredits the Belfast Harbour Police or undermines public confidence.

14.3

In determining whether a BHP officer's off-duty conduct is discreditable the test is not whether the officer discredits herself or himself but whether it discredits Belfast Harbour Police or Belfast Harbour Commissioners.

14.4

BHP Officers are to be particularly aware of the image that they portray when representing Belfast Harbour Police in an official capacity even though they may be off-duty (e.g. at a conference).

14.5

In accordance with BHC's Business Interests policy any BHP officer who wishes to start or become involved in a business interest/or secondary employment must seek approval in writing from both the Chief Officer BHP and the HR Manager BHC. An approved business interest should always be carried out in a way that does not compromise nor give the impression of compromising the Police Officers impartiality; is not incompatible with membership of a police force; does not give rise to concerns regarding availability for duty nor fitness for duty.

Conclusion

The Code of Ethics lays down the minimum standards required of you as a police officer. You must be familiar with the Code and ensure that you fully understand and comply with the duties and responsibilities contained in it.

It should be noted that the disciplinary procedure may be implemented at any stage if alleged misconduct warrants such action, and the Chief Officer will exercise his or her discretion to proceed directly to any stage of the disciplinary process. The Police Ombudsman may also recommend disciplinary charges which may result in BHC taking disciplinary action against an officer.

Appendix - A

Gross Misconduct

Gross misconduct is regarded as misconduct of such a nature that it fundamentally breaches the contractual relationship between the employee and the employer.

Examples of gross misconduct may include:

1. Any act of dishonesty.
2. Unauthorised absence from place of work.
3. Failure to comply with the BHC sickness absence procedures; e.g. knowingly giving false information about sickness.
4. Conduct likely to damage the reputation of Belfast Harbour Police or Belfast Harbour Commissioners.
5. Gross incompetence.
6. Serious neglect of duties or a serious breach of your conditions of employment.
7. Providing false information orally, or by the falsification of records or documents.
8. Breach of trust e.g. unauthorised disclosure of confidential information.
9. Fighting or physical assault.
10. Sexual misconduct and / or conduct at work likely to offend decency.
11. Falsification of qualifications that are a stated requirement of employment or which result in financial gain e.g. on an application form.
12. Deliberate damage to or misuse of Belfast Harbour Police property or equipment.
13. Incapability through alcohol, non-prescribed drugs or other substances.
14. A serious act of insubordination.
15. Offences against the Official Secrets Acts.
16. Serious breaches of Health and Safety rules.
17. Bullying and / or harassment.
18. Falsification of an overtime claim.
19. Falsification of an expenses claim.
20. Discriminatory behaviour and breaches of Equal Opportunities Policy.
21. Unauthorised alteration, mutilation, destruction and retention of Belfast Harbour Police records or documents.
22. The commission of any criminal offence other than minor driving offences.
23. Unauthorised entry into the BHP, BHC or Police computer systems or breaches of instructions contained in BHP or the Belfast Harbour Commissioners Data Protection Policy.
24. Unjustifiable downloading and / or storage and / or transmission of pornographic images or other offensive or obscene materials from websites or via email.
25. Serious misuse of the internet.
26. Serious negligent use of a firearm or ammunition, which is committed where the officer, willfully or through gross negligence causes a firearm or ammunition to be lost, mishandled, discharged or damaged in a manner likely to endanger another.
27. Any serious breach of the Code of Ethics.

The above list is neither exclusive nor exhaustive, and there may well be other offences of similar gravity or a particularly serious instance of an offence listed under misconduct that, after taking all the circumstances into account will be considered as Gross Misconduct.

Appendix - B

The list of disciplinary rules which follow is neither exclusive nor to be regarded as an exhaustive list; Acts of misconduct not falling within one or more of the rules may also give rise to disciplinary action.

Subject to this, some examples of breaches of Belfast Harbour Police Disciplinary

Rules, which can lead to disciplinary action, are:

1. Failure to comply with a work rule, reasonable order, instruction or contractual requirement.
2. Failure to comply with a health or safety requirement.
3. Any act that may result in an action against the employer by a third party for negligence or from breach of the duty of care.
4. Incompetence.
5. Negligence.
6. Improper, disorderly or unacceptable conduct at, during or when arriving for work.
7. Persistent late attendance and/or persistent inadequate time keeping.
8. Insubordination.
9. Foul or abusive language.
10. Misuse of equipment, supplies and facilities provided by Belfast Harbour Police.
11. Loss, damage to, or misuse of Belfast Harbour Police property, assets or funds through willfulness, negligence or carelessness.
12. Failure to report or record any matter which it is the employee's duty to report or record e.g. failure to disclose a pecuniary interest.
13. Negligent use of a firearm or ammunition, which is committed where a member, through carelessness or negligence, causes a firearm or ammunition to be lost, discharged, mishandled or damaged.

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