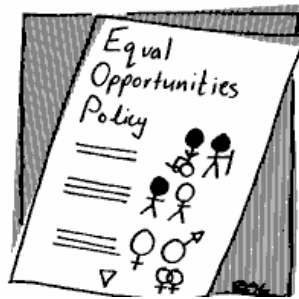


# What is Human Resources?



- Support for all employees
- Make sure staff are treated equally and fairly
- Here to help you

# What does Human Resources do?



- Make sure laws and rules are not broken
- Keep files for all staff
- Looking into why rules have been broken
- Giving advice
- Help employees with problems

# What does it mean to work for Leicester City Council?

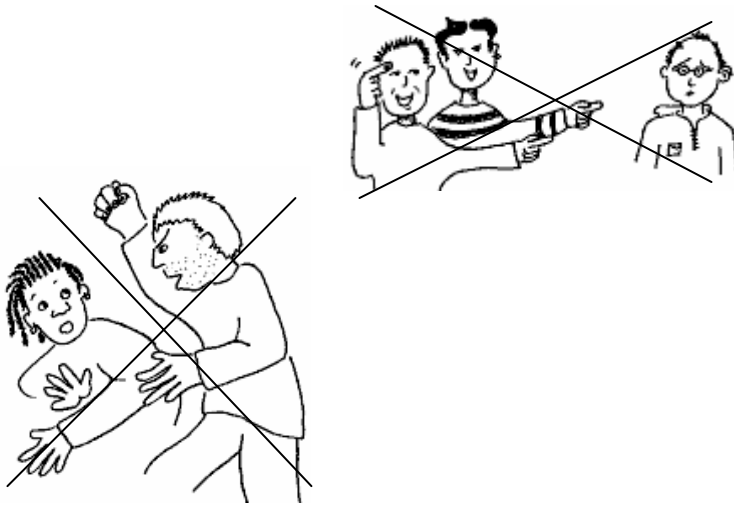
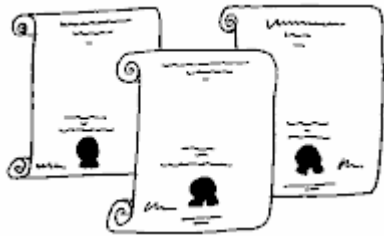


Leicester  
City Council



- Working for people of Leicester
- Be proud of your job
- Making a difference
- Fair place to work
- We care about our staff

# Code of Conduct (Rules of the Council)



- No bullying
- Everyone should be treated equally and fairly
- No swearing
- Make sure everyone is safe from harm
- Care for the environment

# Code of Conduct (Rules of the Council)



- No Smoking
- No alcohol or illegal drugs
- Dress appropriately
- Wear your ID badge
- If you see rules being broken tell someone

# Other things to know



- Medication at work
- Special team rules
- Eating at work
- Pay dates
- Council newsletters
- Staff discounts