

WELSH GOVERNMENT HR POLICIES
Duties and Responsibilities of a Civil Servant

POLISIŶAU ADNODDAU DYNOL LLYWODRAETH CYMRU
Dyletswyddau a Chyfrifoldebau Gwas Sifil

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Rolau a chyfrifoldebau:

Mae cyflogeion yn gyfrifol am:

- Arsylwi eu dyletswyddau a'u cyfrifoldebau fel gweision sifil fel y nodir yn Nhermau ac Amodau'r Cod Gwasanaeth; Cod y Gwasanaeth Sifil a'r polisïau a gweithdrefnau y cyfeirir atynt yn y ddogfen hon.
- Hysbysu eu Rheolwr Llinell neu Swyddogion Enwebedig Cod y Gwasanaeth Sifil o unrhyw achos a amheuir o dorri Cod y Gwasanaeth Sifil.

Mae rheolwyr llinell yn gyfrifol am:

- Sicrhau bod staff yn arsylwi eu dyletswyddau a'u cyfrifoldebau bob amser.
- Gweithredu'n briodol os cânt eu hysbysu o unrhyw dorri Cod y Gwasanaeth Sifil (gweler y Polisi Chwythu'r Chwiban a Pholisi Cod y Gwasanaeth Sifil).

Mae Timau Partner Busnes Adnoddau Dynol yn gyfrifol am:

- Gynghori ar bob agwedd ar y polisïau perthnasol.

1. Cyflwyniad

- 1.1 Mae gweision sifil yn weision y Goron ac mae cyfrifoldeb arnynt i wasanaethu'r Goron yn ffyddlon fel eu cyflogwr. Fel cyflogeion y Goron, mae'n rhaid i weision sifil fod yn ymwybodol eu bod wedi'u rhwymo gan ddarpariaethau penodol yn ystod ac ar ôl eu cyflogaeth, a bod disgwyl iddynt gynnal safonau penodol o ymddygiad. Mae'r rhain wedi'u nodi yn Nhermau ac Amodau'r Cod Gwasanaeth; Cod y Gwasanaeth Sifil a'r polisïau y cyfeirir atynt yn y ddogfen hon.
- 1.2 I grynhoi, dylai gweision sifil ymddwyn gydag uniondeb, didueddrwydd, gwrthrychedd a gonestrwydd. Ni ddylent geisio rhwystro polisïau, penderfyniadau na chymau gweithredu Gweinidogion, Ysgrifenyddion y Cynulliad na Llywodraeth Cymru fel corff. Ni ddylent gamddefnyddio eu safleoedd swyddogol na gwybodaeth a gafwyd wrth gyflawni eu dyletswyddau swyddogol er eu buddiannau preifat eu hunain neu fuddiannau pobl eraill. Ni ddylent, heb awdurdod, drafod gwybodaeth swyddogol sydd wedi'i rhannu'n gyfrinachol o fewn y Weinyddiaeth,

neu ei chael yn gyfrinachol gan eraill. Nodir y darpariaethau llawn yng Nghod y Gwasanaeth Sifil.

- 1.3 Mae ein holl bolisiâu'n gwbl gynhwysol o bob aelod staff heb ystyried eu hoedran, statws priodas a phartneriaeth sifil (yr un rhyw a rhyw arall), beichiogrwydd a mamolaeth, hil, crefydd neu gred, rhyw, cyfeiriadedd rhywiol, a oes ganddynt nam neu gyflwr iechyd, yn niwroddirwyiol neu'n defnyddio laith Arwyddion Prydain, eu hunaniaeth rhywedd neu fynegiant rhywedd. Rydym yn cydnabod nad yw'r termau 'hunaniaeth rhywedd' a 'mynegiant rhywedd' yn nodweddion gwarchodedig fel y'u diffinnir gan Ddeddf Cydraddoldeb 2010, fodd bynnag, credwn fod polisi'r Llywodraeth sy'n cynnwys darpariaeth ar gyfer yr unigolion hynny sy'n ystyried eu hunain dan yr ymbarél 'traws' (yn hytrach nag ar sail rhyw deuaidd) yn agwedd fwy cynhwysol ac yn un sy'n sicrhau bod Gweinidogion Cymru mewn sefyllfa i gydymffurfio â'u holl ddyletswyddau statudol sy'n ymwneud â chydaddoldeb a hyrwyddo llesiant yng Nghymru. Os oes gennych unrhyw adborth ar gynwysoldeb y polisi hwn, e-bostiwch EqualityintheWorkplaceTeam@llyw.cymru

Y polisiâu

Y polisiâu y dylai staff fod yn ymwybodol ohonynt a chyfeirio atynt yn ystod ac ar ôl eu cyflogaeth fel gweision sifil yw:

Cyfrinachedd a gwybodaeth swyddogol:

- Cyfrinachedd, Diogelwch a Gwybodaeth Swyddogol (gan gynnwys Deddf Cyfrinachau Swyddogol 1988 a delio â'r cyfryngau)
- Cofiannau Personol
- Polisi Dyfeisiau Hawlfraint y Goron a Breinlythyrau
- Polisi Diogelu Data
- Polisi Diogelwch

Safonau o Briodoldeb:

- Polisi Trafodion Ariannol a Gwrthdaro Buddiannau
- Polisi Methdalau ac Ansolfedd
- Rheolau Penodiadau Busnes - polisi cyflogaeth yn dilyn ymddiswyddiad / ymddeoliad
- Polisi Rhoddion, Gwobrau a Lletygarwch - yn cynnwys rhoddion gan lywodraeth neu sefydliadau tramor
- Polisi Derbyn Ffioedd
- Polisi Arestio neu Gollfarnu

Ymddygiad:

- Polisi Gweithgareddau Gwleidyddol

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Duties and Responsibilities of a Civil Servant

Roles and responsibilities:

Employees are responsible for:

- Observing their duties and responsibilities as civil servants as set out in the Terms and Conditions of Service Code; the Civil Service Code and the policies and procedures referred to in this document.
- Advising their Line Manager or the Civil Service Code Nominated Officers of suspected breaches of the Civil Service Code.

Line managers are responsible for:

- Ensuring that staff observe their duties and responsibilities at all times.
- Taking appropriate action if notified of a breach of the Civil Service Code (see the Whistleblowing and Civil Service Code Policy).

HR Business Partner Teams are responsible for:

- Advising on all aspects of the relevant policies.

2. Introduction

- 1.1 Civil servants are servants of the Crown and owe a duty of loyal service to the Crown as their employer. As employees of the Crown, civil servants must be aware that during and after their employment they are bound by certain provisions and expected to maintain certain standards of conduct. These are set out in the Terms and Conditions of Service Code; the Civil Service Code and the policies referred to in this document.

- 1.2 In summary, civil servants should conduct themselves with integrity, impartiality, objectivity and honesty. They should not seek to frustrate the policies, decisions or actions of Ministers, Assembly Secretaries or the Welsh Government as a body. They should not misuse their official position or information acquired in the course of their official duties to further their private interests or those of others. They should not, without authority, disclose official information that has been communicated in confidence within the Administration, or received in confidence from others. The full provisions are contained in the Civil Service Code.
- 1.3 All our policies are fully inclusive of all staff regardless of age, marriage and civil partnership (both same sex and opposite sex), pregnancy and maternity, race, religion or belief, sex, sexual orientation, whether they have an impairment or health condition, are neurodivergent or use British Sign Language, their gender identity or gender expression. We acknowledge that the terms 'gender identity' and 'gender expression' are not protected characteristics as defined by the Equality Act 2010, however, we believe that Government policy which includes provision for those persons who identify within the 'trans' umbrella (rather than on the basis of binary gender) is a more inclusive approach and one which ensures the Welsh Ministers are in a position to comply with all their statutory duties related to equality and the promotion of well-being in Wales. If you have any feedback on the inclusivity of this policy, please email EqualityintheWorkplaceTeam@gov.wales

The policies

The policies which staff should be aware of and refer to during and after their employment as civil servants are:

Confidentiality and official information:

- Confidentiality, Security and Official Information (including Official Secrets Act 1989 and dealings with the media)
- Personal Memoirs
- Crown Copyright Inventions and Letters Patent Policy
- Data Protection Policy
- Security Policy

Standards of Propriety:

- Financial Dealings and Conflicts of Interest Policy
- Bankruptcy and Insolvency Policy
- Business Appointment Rules – policy for employment following resignation / retirement
- Gifts, Rewards and Hospitality policy – including gifts from overseas government or organisations
- Receipt of Fees Policy
- Arrest or Conviction Policy

Conduct:

- Political Activities Policy