

Section 7

Make the following changes to sections 7.5 and 7.6:

Treatment of others

7.5. Members must treat ~~other MSPs with~~ **the following individuals with** courtesy and respect:

- **other MSPs;**
- **parliamentary staff (including contractors providing services to the Parliament);**
- **their own staff and the staff of other MSPs.**

~~7.6. In addition, Members must treat parliamentary staff (which includes contractors providing services to the Parliament) together with the staff of MSPs with courtesy and respect. Complaints from staff of bullying or harassment, including any allegation of sexual harassment, or any other inappropriate behaviour on the part of members will be taken seriously and investigated.~~
Members must not behave in a manner towards these individuals that involves bullying, harassment (including sexual harassment) or any other inappropriate behaviour.

Make the following changes to 7.17 to 7.19:

Members' responsibilities in relation to their own staff

7.17. Members' staff carry out their duties as employees both within and outwith the Parliamentary complex and have dealings with those individuals mentioned in paragraph 7.5.

~~7.17 Members are responsible for ensuring that their staff are fully aware of and understand the policies, rules and requirements that apply to the conduct of personnel on the SPCB's premises.~~

7.18 Consistent with their duties as employers, members must take all reasonable steps to ensure that their staff are fully aware of, understand and abide by the policies, rules, requirements and behavioural standards that apply to the conduct of staff when carrying out their duties both within and outwith the Parliamentary complex and in dealing with those individuals mentioned in paragraph 7.5.

7.19 If a member becomes aware that a member of their staff has not abided by any policies, rules, requirements or behavioural standards, that member must take appropriate action in relation to their member of staff.

7.20 On occasion, MSPs' staff will handle confidential information. MSPs must ensure that their staff or any other persons accessing or handling confidential documents or information listed in paragraphs 12 – 15 on their behalf comply with the confidentiality rules. MSPs will be held responsible for any breach by these parties.

~~7.19. MSPs will be held responsible for any breach by these parties. Members will be held responsible for the behaviour of their staff within the Parliamentary complex and in their dealings with other members, other members' staff, and Parliamentary staff.~~

Section 9

Add the following text to section 9.1:

9.1 Members must not disclose, communicate or discuss any complaint or intention to make a complaint, to or with members of the press or other media prior to the lodging of the complaint or during Stages 1, 2 and 3 of the procedure for dealing with complaints (this procedure is set out in the guidance on the Code of Conduct (the Code)). Stage 3 is completed when the Standards, Procedures and Public Appointments Committee has made a report to the Parliament. **If the complaint is about a member's treatment of another individual under paragraphs 7.5 and 7.6, members must not disclose the identity of that individual, at any time, where it has been kept confidential in the Committee's report.**

Take out section 9.6(d):

~~9.6(d) Complaints about a member's treatment of the Parliament's staff: these are to be made to the Parliament's Human Resources Office which will investigate the complaint. Complaints about a member's treatment of the staff of another member: these are to be made to the member's Business Manager who will investigate. In some cases a joint investigation by the Human Resources Office and Business Managers may be appropriate. In all cases, opportunities for conciliation will be pursued in the first instance. If a complaint cannot be resolved, it will be reported to the SPCB who may refer the complaint to the Standards, Procedures and Public Appointments Committee.~~