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| POLICY: | Code of Conduct for Staff |
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| FIRST DRAFT: | |
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| ADOPTED: | BR 2013#01 |
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| AMENDMENTS: | None to Date |
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| REVIEW: | January 2019 |
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1.0 INTRODUCTION

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

- 1.1 Mary Immaculate College has developed this Code of Conduct for Employees. The purpose of this Code is to provide guidance to employees of Mary Immaculate College towards the performance of their duties in an ethical and professional manner and in compliance with the policies and procedures adopted by the College, as well as relevant legislation.
- 1.2 The Code takes account of the Ethics of Public Office Acts, 1995 and the Standards in Public Office Act, 2001, as well as the Irish Universities Act, 1997. The Code has been developed in full accordance with the document *Governance of Irish Universities: A Governance Code of Legislation, Principles, Best Practice and Guidelines* (HEA IUA).
- 1.3 Employees of the College are required to act in accordance with this Code of Conduct, and to adhere to the requirements of College policies and procedures governing their conduct as employees. The Human Resources Office will provide a copy of this Code to each employee of the College and will endeavor to promote, disseminate and ensure the implementation of this Code to employees.

2.0 PURPOSE & OBJECTIVES

- 2.1 The purpose of the Code is to inform the conduct of all employees such that they will endeavour to maintain high standards in service delivery, observe appropriate behaviour and maintain the highest standards of probity.
- 2.2 The objectives of the Code are:
 - To set out relevant ethical principles;
 - To promote and maintain confidence and trust in Mary Immaculate College and its employees acting on its behalf;
 - To prevent the development or acceptance of unethical practices;
 - To promote the highest legal, management and ethical standards in all the activities of Mary Immaculate College;
 - To promote compliance with applicable legislative requirements and

management practices in all the activities of Mary Immaculate College.

3.0 GENERAL ETHICAL PRINCIPLES

3.1 In the discharging of their duties and responsibilities, employees shall observe the following general ethical principles which inform this Code:

- Integrity;
- Openness and transparency;
- Honesty
- Fairness
- Accountability
- Objectivity
- Efficiency and effectiveness;
- Value for money

4.0 INTEGRITY

4.1 Employees shall disclose to their Head of Department / Line Manager / Supervisor outside employment/business interests which they consider may be in conflict or in potential conflict with the business of Mary Immaculate College, or may be perceived as such. Disclosure requirements are set out more explicitly under Section 5.0, below.

4.2 Employees shall not give or receive gifts, hospitality, preferential treatment or benefits which might affect or appear to affect their ability to make impartial judgments on or about business transactions.

4.3 Employees shall not engage in any outside employment / business or activity that conflicts with the interests of the College.

4.4 Employees shall be committed to conducting purchasing activities of goods/services in accordance with public policy and best business practice and the procurement policies and procedures operated by the College

4.5 Employees shall be committed to ensuring that the engagement of consultancy and other services is in compliance with public policy guidelines.

4.6 Employees shall be committed to ensuring that the accounts / reports produced to reflect their area of responsibility within the College accurately reflect the operating performance of the College and are not misleading or designed to be misleading.

- 4.7 Employees shall avoid the use of the College's resources or time for personal gain, for the benefit of persons/organisations unconnected with the College or its activities or for the benefit of competitors.
- 4.8 Employees shall be committed to not acquiring information or confidential third party business information by improper means.

5.0 CONFLICTS OF INTEREST

- 5.1 Employees have a duty to conduct themselves in accordance with the highest standards of business ethics.
- 5.2 Employees shall disclose to their Head of Department / Line Manager / Supervisor, all relevant interests (pecuniary, family, financial or other) which pose a real, or perceived potential for, conflict of interest or materially influence employees in the performance of their duties or damage public confidence in the ethical standards of the College. Any interests of an employee's family of which he/she could be expected to be reasonably aware or a person or body connected with the employee which involves a conflict of interest or could materially influence the employee in the performance of his/her functions should also be disclosed as above. For this purpose, persons and bodies connected with an employee includes:
 - a) a spouse, parent, brother, sister, child or step-child;
 - b) a body corporate with which the employee is associated;
 - c) a person acting as the trustee of any trust, the beneficiaries of which include the employee or the persons at (a) above or the body corporate at (b) above;
 - d) a person acting as a partner of the employee or of any person or body who, by virtue of (a) – (c) above, is connected with the employee.
- 5.3 Employees will resolve such a conflict of interest in the best interests of the College by declaring their interest to their Head of Department / Line Manager / Supervisor. In circumstances where employees are unsure as to whether or not a conflict of interest exists, or is material, they should discuss the matter with their Head of Department / Line Manager / Supervisor who may consult with the Human Resources Manager on the matter.
- 5.4 Employees serving on College Boards and/or Committees must declare any personal interest in the business to be discussed, and if necessary and as required, withdraw from

the consideration of such business (there is a separate Code of Conduct for Members of *An Bord Rialaithe*).

5.5 Employees occupying positions of employment [positions in respect of which the maximum salary is not less than the maximum salary of a Principal Officer (Civil Service Grade) shall comply fully with the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. The designated Officer of the Body shall ensure that all such employees are fully informed of their obligations under the Ethics Acts and are provided with the relevant Guidelines produced by the Standards Commission.

6.0 COMMITMENT

6.1 Employees shall be committed to the mission of Mary Immaculate College, with due respect to the tenets of academic freedom.

7.0 FAIRNESS

7.1 This Code of Conduct places an onus on employees to ensure compliance with employment equality and equal status legislation, commitment to fairness in all business dealings and the valuing and equitable treatment of all those with whom the College interacts.

8.0 TREATMENT OF INFORMATION

8.1 Employees shall act in compliance with the Freedom of Information Acts and the Data Protection Acts. In accordance with this, employees will observe the due confidentiality of sensitive information held by Mary Immaculate College. This would constitute material such as:

- personal information;
- information received in confidence by Mary Immaculate College;
- any commercially sensitive information or other information sensitive to the reputation of Mary Immaculate College.

9.0 RESPONSIBILITY FOR ADDITIONAL GUIDANCE

9.1 The Human Resources Manager shall ensure that this Code of Conduct is circulated to all employees for their understanding and retention.

9.2 The Human Resources Manager shall provide practical guidance and direction as required by employees in such areas as gifts and entertainment and on other ethical considerations which may arise from time to time.

10.0 REVIEW OF THE CODE

- 10.1 This Code of Conduct shall be reviewed by *An Bord Rialaithe* on a five-yearly basis or as required by any circumstances arising (such as the introduction of new regulatory or statutory measures).
- 10.2 The review period, or any other relevant circumstances necessitating review, shall be notified to *An Bord Rialaithe* by the Secretary.