



# Code of Conduct for Employees

<b>Policy document record</b>	
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## 1. INTRODUCTION

- 1.1 This Code has been approved by the Governing Body.
- 1.2 This Code does not address all possible situations that may arise in the University but is a set of principles that provide guidance to employees on acceptable and unacceptable behaviour whilst carrying out their duties as an employee.
- 1.3 This Code takes account of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001, as well as the Technological Universities Act, 2018.
- 1.4 TU Dublin is charged with maintaining best practice behaviour in all our interactions and has developed this Code of Conduct as a way of ensuring that appropriate standards of conduct are adhered to by our employees. The University encourages the highest standard of conduct to ensure that our actions are lawful, ethical, honourable and transparent.

## 2. PURPOSE AND SCOPE

- 2.1 The purpose of the Code is to provide guidance to employees in performing their duties as employees.
- 2.2 While the conduct of employees is primarily governed by the contract of employment, employees are required to comply with the Technological Universities Act, 2018, as well as its policies and procedures.
- 2.3 This Code applies to all employees of the University. For the purpose of this Code, employees are defined as individuals who are in the paid employment of TU Dublin whether full-time or part-time and irrespective of whether the University is their primary employer.

## 3. OBJECTIVES

- 3.1 The objectives of the Code are:
  - To set out an agreed set of ethical principles;
  - To promote and maintain confidence and trust in the University and its employees;
  - To prevent the development or acceptance of unethical practices and behaviours;
  - To promote the highest legal, professional, management and ethical standards in all the activities of the University;
  - To promote compliance with good current governance and management practices in all the activities of the University.

## 4. GENERAL CONDUCT AND BEHAVIOUR

- 4.1 Employees have a duty to conduct themselves in accordance with the highest standards of business and professional ethics. This will include full compliance with the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001 including any amendments to these Acts.

<http://www.irishstatutebook.ie/1995/en/act/pub/0022/index.html>

<http://www.irishstatutebook.ie/2001/en/act/pub/0031/index.html>

4.2 In the performance of their duties employees shall:

- i) Maintain high standards in service delivery by:
  - Conscientiously, honestly and impartially fulfilling the contract of employment
  - Always acting within the law
  - Performing their duties with courtesy
- ii) Observe appropriate behaviour at work by:
  - Dealing with students, colleagues and the public with courtesy and respect
- iii) Maintain the highest standards of probity by:
  - Conducting themselves with honesty, impartiality and integrity
  - Never seeking to use improper influence to affect decisions concerning their official positions
  - Abiding by guidelines in respect of offers, gifts or hospitality avoiding conflicts of interests.

5.

**PRINCIPLES**

5.1 All employees are required to observe the following principles:

**Integrity**

- i) Employees (other than hourly-paid part-time employees) will normally disclose to the President (or designated nominee) any conflict of interest with the interests of the University and obtain written approval in advance before engaging in outside employment. The University's **Conflict of Interest** policy and policy on remunerated **External Work, Engagement and Consultancy** can be found [at insert link](#)
- ii) The University and its employees must conduct their purchasing of goods/services for the University in accordance with public policy, best business practice and the University's procurement policies and procedures, as well as complying with prescribed levels of authority for the sanctioning and monitoring of any relevant expenditure. Employees must ensure that the engagement of consultancy and other services is in compliance with public policy guidelines and University policy.
- iii) Employees must not solicit contracts with the University for the supply of goods or services either for their own benefit, or for any partnership or company with which they have an involvement in their private capacity, or on behalf of other persons or organisations.
- iv) The University is committed to ensuring that the accounts/reports accurately reflect the operating performance. Employees who are expected to produce accounts/reports for their area of responsibility should ensure that such accounts/reports are not misleading or designed to be misleading.
- v) Employees should not acquire information or business secrets by improper means.
- vi) Employees must use the resources of the University in a proper manner and must take proper and reasonable care of University property and must not knowingly use or permit its use for unauthorised purposes including for personal gain or for the benefit of competitors and/or other educational providers.

5.2 **Gifts and Hospitality**

- i) Employees should make themselves aware of any University guidelines, which may apply in respect of the above, including the appropriateness of gifts.
- ii) For the purposes of this Code a "gift" is any item or benefit which is given free of charge or at less than its commercial price.

- iii) The acceptance of gifts by employees from entities who have dealings with TU Dublin has the potential to damage the reputation of the University and the staff member concerned. For this reason, the University discourages staff from receiving gifts and has placed strict limits on the type of gift that can be accepted.
- iv) Employees must not solicit gifts or hospitality for personal gain.
- v) In order for a gift to be accepted by an employee all of the following conditions must be met:
  - a) the gift must not be in the form of cash or a cash equivalent (such as a voucher);
  - b) the gift must be valued at €50 or less (for the purposes of calculating this amount gifts from the same source over a 12-month period should be aggregated);
  - c) the entity offering the gift must not be under consideration as part of a TU Dublin procurement process.
- vi) The exchange of official gifts (e.g. gifts exchanged with dignitaries and officials) to and from the University is acceptable and in such circumstances gifts received remain the property of the University.
- vii) Receipt of hospitality that constitutes normal courtesies in student, business and community relations (e.g. attendance at a community/civic/cultural function) is acceptable.
- viii) A central Register of Gifts will be maintained by the University Secretary. There is an onus on all employees to notify the University Secretary in writing of any gift received or given. Details of the communication should include the following:
  - Staff Number
  - Staff Name
  - Unit/School/Functional Area
  - Nature of Gift Received and/or Given

### 5.3 Confidentiality / Information

- i) TU Dublin is committed to managing access to general information relating to activities of the University in a way that is open and transparent and enhances its accountability to the general public.
- ii) Employees are required to comply with relevant statutory provisions under the Freedom of Information Acts, 1997, 2003 and 2014, the Data Protection Acts, 1988 and 2003, the General Data Protection Regulation, 2018 and the University's Records Management Policies and Procedures and any amendment thereof.
- iii) Employees must respect and maintain confidentiality in relation to staff, students and commercially sensitive University business. Employees are required to respect the value and ownership of information they receive and not disclose information without appropriate authority unless there is a legal or professional obligation to do so, having regard to the principle of academic freedom, as set out in the Technological Universities Act 2018.
- iv) Employees will normally respect the confidentiality of sensitive information held by and processed by the University. Such information includes, but is not limited to:
  - i) personal information;
  - ii) information received in confidence by the University;
  - iii) any commercially sensitive information or other information sensitive to the reputation of the University.

- v) Employees will observe appropriate prior consultation and decision-making procedures where, exceptionally, it is proposed to release sensitive information in the public interest.
- vi) Employees must respect the confidentiality of information received in the performance of their duties as employees. Additionally, employees must respect the confidentiality of the deliberations of any University Boards/ Committees where advised that such confidentiality is required.
- vii) The University and its employees must ensure that appropriate care is taken to guarantee the security of sensitive information (in paper or electronic form) whether stored on or off University property.
- viii) Employees must ensure that confidential records are subject to appropriately restricted access procedures in accordance with University guidelines. Where clarification is required as to the appropriate restricted access requirements, the onus is on the employee to follow-up with the responsible owner for such clarification.
- ix) The obligations of an employee to TU Dublin with regard to the non-disclosure of privileged or confidential information do not cease when their employment relationship with the University has ended.

### 5.3 Intellectual Property

- i) Employees must take reasonable steps to ensure compliance with the University's Intellectual Property policy.

### 5.4 Fairness

- i) The University and its employees will treat each other and all members of the University community with fairness and respect and will comply with the University's Dignity and Respect at Work policy and procedures [insert link](#)
- ii) The University and its employees must ensure compliance with employment equality and equal status legislation, a commitment to fairness in all business dealings, and the valuing and equal treatment of all those with whom the University interacts. The University's Equal Opportunity policy can be found at [insert link](#)
- iii) TU Dublin values its students, suppliers, employees and customers. The University and its employees must treat all students, suppliers, other employees and customers fairly.

### 5.5 Work/External Environment

- i) The University and its employees should place the highest priority on promoting and preserving the health and safety of its employees and students (refer to the University's Parent Safety Statement [at insert link](#)).
- ii) The University and its employees will endeavor to ensure that community concerns are fully considered in their activities and operations.
- iii) The University and its employees will endeavor to minimise any detrimental impact of their operations on the environment.

## 6. REPORTING CONCERNS

- 6.1 Employees should communicate to the appropriate level of management if they have any concerns regarding the implementation of this Code of Conduct. Where appropriate, the University's **Protected Disclosures** policy may be used [insert link](#).

## **7. GENERAL**

- 7.1 TU Dublin will ensure that this Code (and any subsequent amended versions) is circulated to all employees. The latest version of the Code will be available on the University's website.
- 7.2 Employees are required to comply with the Technological Universities Act, 2018 as well as University codes, guides, policies and procedures.
- 7.3 This Code has been developed in consultation with staff representatives including Forsa, Unite, SIPTU, the INMO and the TUI.

## **8. QUERIES**

Contact: University Secretary's Office  
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