

Code of Conduct for members of Council/Governing Boards
of the
Dublin Institute for Advanced Studies

INTRODUCTION

The Institute is committed to applying the highest standards in all aspects of its work and to ensuring that its affairs are conducted in a manner that conforms with accepted principles of accountability and transparency and general legal and ethical standards.

The purpose of this code is to set down the general principals and standards to be observed by members of the Council and Governing Boards of constituent schools to ensure a high level of public confidence in the Institute as a public body and employer. It has been drawn up with reference to the *Code of Practice for the Governance of State Bodies* and to the *Ethics in Public Office Act 1995/Standards in Public Office Act 2001*.

Council/Board members will be requested to acknowledge receipt and understanding of this Code of Conduct.

General obligations on Council/Board members:

Board members should ensure that all regulatory and statutory obligations imposed on the Institute are fulfilled. They should:

Ensure that there are adequate controls in place to prevent fraud including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel;

Ensure compliance with tendering and purchasing procedures, as well as compliance with prescribed levels of authority for sanctioning any relevant expenditure.

Ensure that the Institute's property, resources and funds are not used for unauthorised or non-official purposes.

Place the highest priority on promoting and preserving the health and safety of staff.

Use their reasonable endeavours to attend all Board meetings.

Acknowledge the responsibility to be loyal to the Institute and always act in the best interests of the Institute.

Integrity:

Council/Board members should:

On appointment, furnish to the Registrar details of any outside employment and business interests, including interests of family members that could involve a conflict, or a potential conflict, with the business of the Institute, in accordance with the Code of Practice for the Governance of State Bodies 2009. Declaration of interest statements must also be submitted annually in accordance with the Ethics in Public Office Acts, 1995/Standards in Public Office Act 2001.

Refrain from giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions.

Absent themselves from meetings/discussions when the Board is deliberating or deciding on matters in which the Board member (other than in his/her capacity as a member of the Board) or a person or body connected with the member has an interest. In such cases, a separate record (to which the Board member would not have access) should be maintained.

Ensure that the Institute's accounts/reports accurately reflect the Institute's business performance and are not misleading or designed to be misleading.

Avoid the use of the Institute's resources and time for personal gain, for the benefit of persons/organisations unconnected with the Institute or its activities.

Not acquire business information by improper means.

Disclosure of Information

Council and Governing Boards have a duty to be as open as possible about its decisions and actions. Council/Board members should support the provision of access to information on its activities in a way that is open and enhances its accountability to the wider scholarly community and to the public.

Confidentiality

Ensure that they maintain the confidentiality of all information obtained by virtue of their position. Confidential information or material presented and/or discussed at Board meetings must remain confidential and must not be discussed outside of the Board. Where, exceptionally, it is proposed to release sensitive information in the public interest, appropriate prior consultation procedures with third parties should be observed.

Appropriate Behaviour:

Council and Board members should ensure that they conduct themselves in a proper manner that respects the dignity of their fellow Board members/Institute staff. They should act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the recruitment, appraisal, remuneration, and discipline of staff. They should uphold the Institute's policies on Equal Opportunity and Anti-Harassment.