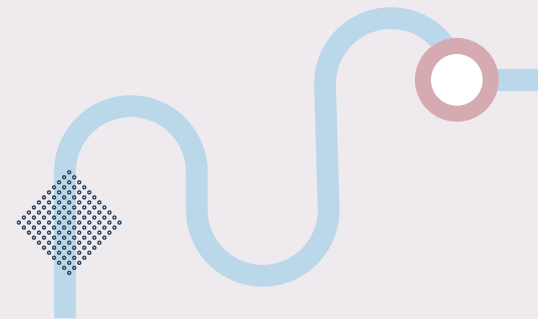


Business Code of Conduct Policy



Centre Name	
Centre Address	

Policy Name	Business Code of Conduct Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

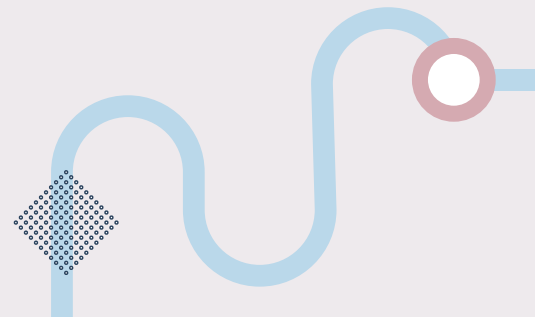
DOCUMENT CONTROL

Document Ref		Title	Business Code of Conduct Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

You can fill this out on a screen using Adobe Reader [Download Here](#) or by printing.



Business Code of Conduct Policy



Enter Centre Name Here

OVERVIEW

A code of conduct is a set of values, rules, standards, and principles outlining what members expect from board members within an organisation

It is a written statement that sets out the rules and conditions around being a board member, that each board member should be aware of in meeting the company vision, and how these terms may be enforced. The _____ CLG places utmost importance on its reputation for behaving ethically and fairly. The Business Code of Conduct provides a practical guide to board members to assist them in their activities and decision-making duties on behalf of the company. The Business Code of Conduct applies to all board members and attendees at board meetings.

It is imperative that board members operate with integrity, objectivity, professional competence and due care, confidentiality, and behave in a professional manner.

Board members are required to comply with the Companies Acts, The Charities Act 2009 and 2014, and other relevant legislative requirements with which the Company must comply.

BEHAVING WITH INTEGRITY

All members of the board are expected to exercise the highest standards of honesty in their business dealings. Board members must adhere to and respect the _____ Procurement policy and claim expenses only as appropriate to board business needs. Board members may not use _____ property or assets for personal gain or engage in business practices that may be generally considered improper in nature.

Board members may not accept gifts, hospitality, benefits or offers of preferential treatment that may affect (or be perceived to affect) the ability of board members to make objective decisions with respect to the centres.

Board members must undertake not to behave in a manner that could damage the reputation of the centres.

RESPECTING CONFIDENTIALITY

Each board Member owes a duty of confidentiality to the company and is expected to safeguard, and not disclose, sensitive information such as:

- Information that is not in the public domain.
- Sensitive business information with respect to beneficiaries, funders or company finances.
- Any information that the board of directors has deemed to be confidential.

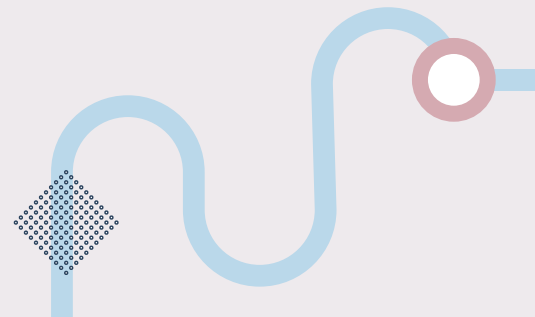
In addition, board members are expected to safeguard board documents, information and reports, and ensure that they are not accessed or misused by third parties (as outlined in the company's confidentiality policy)

The duty of confidentiality does not end upon cessation of board membership.

Board members should be aware of the _____ obligations under the General Data



Business Code of Conduct Policy



Protection Acts 1988 and 2003 and the Freedom of Information Act 1997.

COMPLYING WITH LEGISLATION

Board members are required to fulfil all regulatory, reporting and oversight obligations imposed on the company, in as far as it is within their power to do so. Directors are also required to adhere to the _____ procedures for handling conflicts of interest and ensure that the company's annual returns and financial statements are not misleading or inaccurate.

DISCLOSURE OF INTERESTS

Board members are required to disclose to the company secretary and chairperson details of outside interests that are, or may be, in conflict with company operations. Board members are required to adhere to board procedures for handling conflicts of interest. Board members have a responsibility to be loyal to _____ and to be fully committed to pursuing the best interests of the company members.

BEHAVING ETHICALLY AND FAIRLY

All board members are expected to:

- Conform to the highest standards of business ethics.
- Commit to fairness in all business dealings.
- Ensure that concerns of the company members and the wider community are fully considered
- Treat each other with dignity and respect

GIFTS AND HOSPITALITY GUIDELINES

It is not appropriate for board members to accept gifts from suppliers or contractors who have worked for the company. Such offers of gifts should be declined. Board members should return gifts to the sender, advising that acceptance would contravene _____ policy. Details of returned gifts should be provided to the chairperson.

- Prior approval having been received from the chairperson
- The frequency and scale of the hospitality is reasonable and not excessive
- No travel or overnight accommodation is provided
- Details of hospitality that has been declined should be provided to the chairperson.

PROFESSIONAL ADVICE

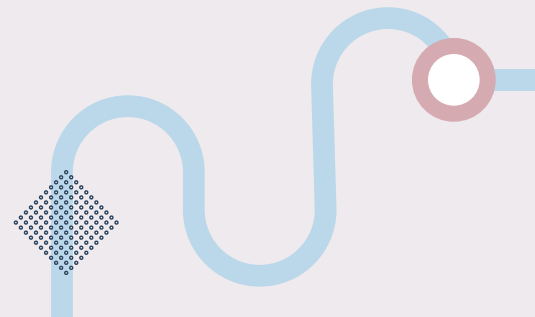
Board members may access independent professional advice, should they deem it necessary in furtherance of their board duties. Board members should follow board procedures and consult with the _____ Secretary and Chairperson, should the need arise for them to consult independent advice.

REVIEW

The Business Code of Conduct will be reviewed every two years. Other references include:
<https://www.charitiesregulator.ie/media/1791/sample-code-of-conduct-for-volunteers>.



Business Code of Conduct Policy



COMPLIANCE

Board members are required to read and acknowledge receipt of the Business Code of Conduct and to confirm in writing their intention to comply with the Code.

Declaration of Undertaking to Comply with the Business Code of Conduct

"I have read and understand the Business Code of Conduct for board members and confirm that I will undertake to comply with the Code."

Name	
Signed	
Date	

This Declaration of Undertaking to comply with the Business Code of Conduct should be signed, dated, and returned to the Company Secretary within 14 days.

