

**CORK INSTITUTE OF TECHNOLOGY**

# **CODE OF CONDUCT FOR GOVERNING BODY**

June 2011

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## **1.1 Introduction**

Cork Institute of Technology has developed this Code of Conduct for members of Governing Body pursuant to Section 2.2 of the Code of Governance for Irish Institutes of Technology. This Code of Conduct takes account of the implications of the Ethics of Public Office Acts, 1995 and the Standards in Public Office Act 2001 as well as the Regional Technical College and Institute of Technology Acts 1992 to 2006. A copy of the Code will be available upon request and be placed on the Institute of Technology's website.

## **1.2 Intent and scope**

The purpose of the Code is to provide guidance to the Governing Body of Cork Institute of Technology in performing their duties as governors.

## **1.3 Objectives**

The objectives of the Code are

- To set out an agreed set of ethical principles;
- To promote and maintain confidence and trust in the governing body of The Institute;
- To prevent the development or acceptance of unethical practices;
- To promote the highest legal, management and ethical standards in all the activities of the Institute;
- To promote compliance with best current governance and management practices in all the activities of the Institute.

## 1.4 General Principles

*All Governing Body members are required to observe the following fundamental principles as set out in the guidelines for the Code of Conduct.*

### 1.4.1 Integrity

Members of Governing Body are required to disclose outside employment/business interests which they consider may be in conflict or in potential conflict with the business of Cork Institute of Technology, or may be perceived as such (see Section 3.1.4 for further details of disclosure requirements).

Governing body will not allow management or employees to be involved in outside employment/business interests in conflict or in potential conflict with the business of the Institute. It will put in place appropriate arrangements to give effect to this;

Governing Body members will avoid giving or receiving 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;

Governing Body members must be committed to having the Institute compete vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services;

The Institute is committed to conducting its purchasing activities of goods/services in accordance with public policy and best business practice and its purchasing regulations reflect this;

The Institute is also committed to ensuring that its engagement of consultancy and other services is in compliance with public policy guidelines;

The Institute is committed to ensuring that the accounts/reports accurately reflect the operating performance of the Institute and are not misleading or designed to be misleading;

Governing Body members are required to avoid the use of Institute resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities or for the benefit of competitors; and

The Institute is committed not to acquire information or business secrets by improper means.

### ***1.4.2 Information***

The Institute is committed to providing access to general information relating to its activities in a way that is open and enhances its accountability to the general public;

Governing Body members are required to respect the confidentiality of sensitive information held by the Institute. This would constitute material such as:

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

The Institute will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;

The Institute will comply with all relevant statutory provisions (e.g. Data Protection legislation, the Freedom of Information Act, 1997 and 2003);

Members of Governing Body will observe due confidentiality in relation to all discussions and decisions taken at meetings of the governing body.

### ***1.4.3 Obligations***

The Institute will fulfil all regulatory and statutory obligations imposed on it by the Institute of Technologies Act 2006;

The Institute will comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;

The Institute has introduced measures to prevent fraud and to ensure compliance with the prescribed levels of authority for sanctioning any relevant expenditure;

Members are required to use their reasonable endeavours to attend all governing body meetings.

It is acknowledged that the acceptance of positions following employment and/or engagement by a third level institution can give rise to the potential for conflicts of interest and to confidentiality concerns. The governing body of the Institute will consider any cases in which such conflicts of interest or confidentiality concerns may arise and will take appropriate steps to deal with such matters in an effective manner. The governing body will also ensure that any procedures that it may put in place in this regard are monitored and enforced.

#### ***1.4.4 Loyalty***

Governing Body members acknowledge the responsibility to be loyal to the Institute and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that The Institute itself must at all times take into account the interests of its students and providers of funds including taxpayers;

The Governing Body of the Institute acknowledge the duty of all to conform to highest standards of business ethics.

#### ***1.4.5 Fairness***

The Institute is committed to complying with employment equality and equal status legislation;

The Institute is committed to fairness in all business dealings; and

The Institute values its students, suppliers, employees and customers and treats all its students, suppliers, employees and customers equally.

#### ***1.4.6 Work/External Environment***

The Governing Body of the Institute place the highest priority on promoting and preserving the health and safety of its employees and students;

The Institute will ensure that community concerns are fully considered in its activities and operations;

The Institute will minimise any detrimental impact of its operations on the environment.

#### ***1.4.7 Responsibility***

The Institute will circulate this Code of Conduct (and a policy document on disclosure of interests) to all Governors for their attention and the Code of Conduct will be placed on the Institute's website;

The Institute will provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations which may arise.

#### ***1.4.8 Review***

The Institute will review this Code of Conduct as appropriate.