



Ollscoil na hÉireann
National University of Ireland

APPROVED 17/01/2013

NATIONAL UNIVERSITY of IRELAND

CODE of CONDUCT - STAFF

Introduction

The National University of Ireland (NUI) has developed this Code of Conduct for the staff of the University. A copy of this Code is circulated to all members of staff and it is also available on the University's website.

Intent and Scope

The purpose of the Code is to provide guidance to NUI staff in performing their duties as employees. A separate Code of Conduct applies to members of Senate; many of the principles and practices are common to both Codes.

Objectives

The objectives of the Codes are –

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

General Principles

All members of NUI staff are required to observe the following fundamental principles whether set out for employees specifically or as standards adopted by the University for the conduct of its affairs.

Primary duties

- Staff shall carry out their duties in accordance with their contracts of employment and shall do so with integrity, honesty, good faith and proper purpose; they shall act in the best interests of the University;
- Staff shall act responsibly and fairly with due care, skill, diligence, loyalty and prudence of a reasonable individual;
- Staff shall treat each other with professionalism, courtesy and respect, and not improperly influence other staff members;
- Staff shall not act as spokesperson for the University in any form, unless specifically required to do so;
- Staff shall participate actively and work co-operatively with fellow staff members in discharging their duties; and
- Each staff member shall carry out his/her duties under the direction of the senior staff member (or Senate in the case of the Registrar) as designated in the contract of employment.

Integrity

- The University will not allow staff to be involved in outside employment/business interests in conflict or in potential conflict with the business of the University. It will put in place appropriate arrangements to give effect to this;
- The University is committed to conducting its purchasing activities of goods and services in accordance with public policy and its purchasing regulations reflect this;
- Staff will avoid giving or receiving material gifts, corporate hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgment on business transactions;
- The University is committed to ensuring that its engagement of consultancy and other services is in compliance with public sector guidelines;
- The University is also committed to ensuring a culture of claiming expenses only as appropriate to official needs and in accordance with good practice in the public sector;
- The University is committed to ensuring that the accounts/reports accurately reflect the operating performance of the University and are not misleading or designed to be misleading;
- NUI staff are required to avoid the use of NUI resources or time for personal gain, for the benefit of persons/organizations unconnected with the University or its activities or for the benefit of competitors; and
- The University is committed not to acquire information or business secrets by improper means.

Information

- The University 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;
- The University will observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest;
- The University will comply with all relevant statutory provisions (e.g. data protection legislation, the Freedom of Information Act, 1997); and
- Staff are required to respect the confidentiality of sensitive information held by the University; this could constitute material such as personal information, information received in confidence by the University or any commercially sensitive information. This requirement does not end after cessation of employment.

Obligations

- The University will fulfill all regulatory and statutory obligations imposed on the NUI by the Irish Universities Act, 1908;
- The University will comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure; and
- Any member of staff holding a designated position of employment in the University shall ensure his/her compliance with the relevant provisions of the Ethics in Public Office Act, 1995 and Standards in Public Office Act, 2001. (Currently this obligation applies only to the office of Registrar).

Loyalty

- The staff of the University acknowledge the responsibility to be loyal to the NUI and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that the NUI itself must at all times take into account the interests of students who are pursuing courses for NUI degrees and the providers of funding, including taxpayers.

Fairness

- The University is committed to complying with employment equality and equal status legislation;
- The University is committed to fairness in all business dealings; and
- The University values all the students pursuing courses for NUI degrees, its suppliers, staff and customers and treats all of these stakeholders equally.

Work/External Environment

- The staff of the University place the highest priority on promoting and preserving their health and safety;
- The University will ensure that community concerns are fully considered in its activities and operations; and
- The University will minimize any detrimental impact of its operations on the environment.

Policies and Procedures

- NUI staff are require to familiarize themselves with the policies and procedures of the University and to comply with such policies and procedures as may be instituted by the University from time to time.

Responsibility

- The University will circulate this Code of Conduct to all members of staff for their retention;
- The University will ensure that all members of staff receive a copy of this Code and understands its contents; and
- The University will provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations which arise routinely.

Review

- The University will review this Code of Conduct as appropriate.

January, 2013