



Léargas Code of Conduct

Updated: 30 June 2010

Introduction

This document contains the Code of Conduct for all Board members and employees of Léargas. The Code, which takes into account the implications of the *Ethics in Public Office Act, 1995*, and the Standards in Public Office Act 2001, was approved by the Léargas Board on 30 June 2010.

Objectives

The objectives of the Léargas Code of Conduct are to:

- establish an agreed set of ethical principles
- promote and maintain confidence and trust
- prevent the development or acceptance of unethical practices.

General principles

The Léargas Code of Conduct is based on the principles of integrity, good information practice, obligation, loyalty, fairness, commitment to health and safety, the community and the environment. These principles are described in more detail below.

Integrity

Integrity means:

- providing full disclosure of outside work interests in actual or potential conflict with the business of Léargas
- purchasing activities or goods/services in accordance with best business practice
- ensuring information is acquired through the proper means
- ensuring that accounts and reports accurately reflect performance and are not misleading
- not giving or receiving gifts, hospitality, preferential treatment or benefits which could affect the ability to make independent judgement on work-related matters
- ensuring expense claims are as appropriate to Léargas' business needs and are in accordance with good practice
- not using Léargas resources or time for personal gain, for the benefit of persons/organisations unconnected with the body or its activities or for the benefit of competitors
- competing ethically.

Good Information Practice

Good information practice means:

- providing general information relating to Léargas activities in a way that ensures accountability to the general public

- respecting the confidentiality of information such as:
 - commercially sensitive information (including, but not limited to, future plans or details of major organisational or other changes)
 - personal information
 - information received in confidence
- instigating appropriate prior consultation procedures with third parties where, exceptionally, sensitive information is to be released in the public interest
- complying with the relevant statutory provisions such as data protection legislation and the *Freedom of Information Acts, 1997 and 2001*.

Obligation

For Léargas Board members and staff, obligation means:

- fulfilling all regulatory and statutory obligations
- introducing controls to prevent fraud
- conforming with procedures laid down by the Board to avoid conflicts of interest and confidentiality concerns including with regard to accepting positions following employment in Léargas
- complying with
 - detailed tendering and purchasing procedures
 - prescribed levels of authority for sanctioning any relevant expenditure
 - prescribed procedures for claiming business travel expenses
- conforming to the highest standards of business ethics.

For Board members, obligation also means making reasonable endeavour to attend all Board meetings.

Loyalty

Loyalty means being fully committed to Léargas in all its activities while taking the interests of the owner(s) into account at all times.

Fairness

Fairness means:

- complying with employment equality and equal status legislation
- being committed to fairness in all business dealings
- valuing and treating all clients equally.

Commitment to Health and Safety

Commitment to health and safety means placing the highest priority on promoting and preserving the health and safety of Léargas staff, Board members and clients.

Commitment to the Community

Commitment to the community means ensuring that community concerns are taken into consideration.

Commitment to the Environment

Commitment to the Environment means minimising any detrimental impact of Léargas operations on the environment.

Responsibilities

It is the responsibility of the Léargas Board to circulate to all Léargas Board members and staff:

- this Code of Conduct
- a policy document on disclosure of interests
- an explanatory booklet providing practical guidance on any ethical issues which the Board considers pertinent to the proper functioning of Léargas.

It is the responsibility of all Léargas Board members and staff to acknowledge that they have received the documents listed above and seek clarification where necessary.

Review

The Léargas Board will review this Code of Conduct as appropriate.

Confirmation of receipt of Code of Conduct

I confirm having received a copy of the Code of Conduct of **Léargas-The Exchange Bureau**, the contents of which have been read and understood by me.

Name: _____

Signature: _____

Date: _____