



CODE OF CONDUCT FOR BOARD MEMBERS

This Code has been developed for all Board members, staff and volunteers of the Trust.

DCU Educational Trust is committed to delivering quality and safe services, within its aim of advancing the development of Dublin City University.

I promise to abide by the fundamental values of DIGNITY, RESPECT, EMPOWERMENT, DIVERSITY and INTEGRITY; these will underpin all the activity of this organisation. Here at DCU Educational Trust, we endeavour to live and work by these values in our interactions with our stakeholders and with each other.

I will strive to embody the principles and live up to the trust placed in me by DCU Educational Trust. These principles are:

1. Accountability

Everything DCU Educational Trust does will be able to stand the test of scrutiny by the public, members, stakeholders, funders, statutory agencies and the Courts.

2. Integrity and Honesty

Integrity and honesty will be the hallmarks of all conduct when dealing with colleagues within DCU Educational Trust and equally when dealing with individuals and institutions outside it.

3. Transparency

DCU Educational Trust strives to maintain an atmosphere of openness throughout the organisation to inspire the confidence of the public, stakeholders, staff, charity regulators and the statutory agencies.

Additionally, I agree to the following points:

Law, mission, policies

- I will not intentionally break the law or defy any statutory regulations in any aspect of my role.
- I will support the mission, vision and values of the organisation.
- I will abide by organisational policies, procedures, protocols and guidelines.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any potential conflict of interest, or any circumstance that might be viewed by others as a potential conflict of interest, as soon as it arises.
- I will submit to the judgement of the Board and do as it requires regarding potential conflicts of interest.

4. Person to Person

- I will not break the law, or act in disregard of organisational policies in my relationships with Directors, staff, members, donors, contractors or anyone I come into contact with in my role.

5. Protecting the organisation's reputation

- I will not speak on behalf of the organisation to the media or in a public forum without the prior knowledge and agreement of the Chief Executive Officer.
- When I am speaking as a representative of this organisation, I will take care to ensure my comments reflect current organisational policy even if I hold different personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, Board and individual confidentiality and exercise good judgment, and care at all times in handling any information related to DCU Educational Trust to avoid unauthorised or improper disclosure of confidential information.
- At the end of the term or upon my retirement, resignation or removal from the Board of Directors or committee or cessation of employment, I will return, at DCU Educational Trust's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in my possession.
- I will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, after the completion of my service with DCU Educational Trust.
- I will take an active interest in the organisation's public image, news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

6. Personal Gain

- I will not personally gain materially or financially from my role nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality that contravenes policy.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

7. In Meetings

- I will abide by meeting procedures and practices.
- I will strive to attend any meetings that I am required to attend and to give apologies ahead of time to the Secretary if unable to attend.
- I will study the agenda and other information sent to me in good time prior to the meeting and I will be prepared to debate and vote on agenda items during the meeting.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude to the opinions of others while making my voice heard.
- I will accept a majority vote on an issue as decisive and final.

8. Enhancing Governance

- I will participate in induction, training and development activities.
- I will continually seek ways to improve practice.
- I will support my colleagues in their roles.

9. Loyalty

- I understand that substantial breach of any part of this code may result in termination of my role.