OLLSCOIL TEICNEOLAÍOCHTA
BHAILE ÁTHA CLIATH
DUBLIN
TECHNOLOGICAL
UNIVERSITY DUBLIN

Code of Conduct for Employees

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Contents

1. Introduction

1.1 This Code has been approved by the Governing Body.

1.2 This Code does not address all possible situations that may arise in the University but is a set of principles that provide guidance to employees on acceptable and unacceptable behaviour whilst carrying out their duties as an employee.

1.3 This Code takes account of the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001, as well as the Technological Universities Act 2018 and subsequent amendments to the legislation.

1.4 TU Dublin is charged with maintaining best practice behaviour in all our interactions and has developed this Code of Conduct as a way of ensuring that appropriate standards of conduct are adhered to by our employees. The University encourages the highest standard of conduct to ensure that our actions are lawful, ethical, honourable and transparent.

2. Purpose and Scope

2.1 The purpose of the Code is to provide guidance to employees in performing their duties as employees.

2.2 While the conduct of employees is primarily governed by the contract of employment, employees are required to comply with the Technological Universities Act 2018, as well as TU Dublin's policies and procedures.

2.3 This Code applies to all employees of the University. For the purpose of this Code, employees are defined as individuals who are in the paid employment of the University, whether full-time or part-time and irrespective of whether the University is their primary employer.

3. Objectives

3.1 The objectives of the Code are:

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

4. General Conduct and Behaviour

4.1 Employees have a duty to conduct themselves in accordance with the highest standards of business and professional ethics. This will include full compliance with the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001 including any amendments to these Acts.

Ethics in Public Office - Revised Acts (lawreform.ie)
Standards in Public Office Revised Acts (lawreform.ie)

4.2 In the performance of their duties employees shall:

i) Maintain high standards in service delivery by:
- Conscientiously, honestly and impartially fulfilling the contract of employment
- Always acting within the law
- Performing their duties with courtesy
- Dealing with colleagues, students and the public fairly and with respect

ii) Maintain the highest standards of probity by:
- Conducting themselves with honesty, impartiality and integrity
- Never seeking to use improper influence to affect decisions concerning their official positions
- Abiding by guidelines in respect of offers, gifts or hospitality, avoiding conflicts of interests.

5. Principles

All employees are required to observe the following principles:

5.1 Integrity

i) Employees (other than hourly-paid part-time employees) will normally disclose to the President (or a designated nominee) any conflict of interest with the interests of the University and obtain written approval in advance before engaging in outside employment. The University's Conflict of Interest Policy and the External Work, Research, Engagement and Consultancy Policy should be adhered to at all times.

ii) The University and its employees must conduct their purchasing of goods/services for the University accordance with the TU Dublin Procurement Policy.

iii) Employees must not solicit contracts with the University for the supply of goods or services either for their own benefit, or for any partnership or company with which they have an involvement in their private capacity, or on behalf of other persons or organisations.

iv) The University is committed to ensuring that the accounts/reports accurately reflect the operating performance. Employees who are expected to produce accounts/reports for their area of responsibility should ensure that such accounts/reports are not misleading or designed to be misleading.

v) Employees should not acquire information or business secrets by improper means.

vi) Employees must use the resources of the University in a proper manner and must take proper and reasonable care of University property and must not knowingly use or permit its use for unauthorised purposes including for personal gain or for the benefit of competitors and/or other educational providers.

5.2 Gifts and Hospitality

i) The acceptance of gifts by employees from entities who have dealings with TU Dublin has the potential to damage the reputation of the University and the staff member concerned. For this reason, the University discourages staff from receiving gifts and has placed strict limits on the type of gift that can be accepted. Employees should make themselves aware of any University guidelines, which may apply in respect of the above, including the appropriateness of gifts.

ii) For the purposes of this Code a *"gift"* is any item or benefit which is given free of charge or at less than its commercial price.

iii) Employees must not solicit gifts or hospitality for personal gain. Any gift other than a modest token of nominal value[1] should be firmly declined and should be reported to the University Secretary (at university.secretary@TUDublin.ie) .

iv) In order for a gift to be accepted by an employee all of the following conditions must be met:

a. the gift must not be in the form of cash or a cash equivalent (such as a voucher);

b. the gift must be of nominal value, i.e. valued at €150 or less;

c. the entity offering the gift must not be under consideration as part of a TU Dublin procurement process. Employees must not, by virtue of their official dealing with a supplier, accept on their own or on behalf of a *connected person*[2] any special facility, or discount on a private purchase or service, from a supplier.

Gifts of nominal value that are generally considered as common business or social courtesies (e.g. attendance at a community/civic/cultural function) are acceptable only as long as they are reasonable in type, frequency and value and do not need to be included on the Gifts Register.

v) The exchange of official gifts (e.g. gifts exchanged with dignitaries and officials) to and from the University is acceptable and in such circumstances gifts received remain the property of the University.

vi) A central Register of Gifts (both accepted and declined) will be maintained by the University Secretary.

5.3 Confidentiality / Information

i) TU Dublin is committed to managing access to general information relating to activities of the University in a way that is open and transparent and enhances its accountability to the general public.

ii) Employees are required to comply with relevant statutory provisions under the Freedom of Information Act 2014, the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR"), the Data Protection Acts, 1988 - 2018 and any subsequent amendments to the legislation and the University's Records Management Policies and Procedures available here and any amendment thereof.

iii) Employees must also comply with the provisions of the University's TS Information Security Policy and the Information Governance Data Protection Policy.

iv) Employees must respect and maintain confidentiality in relation to staff, students and

[1] *A gift should be considered as modest if its value does not exceed €150. This limit will be adjusted from time to time in the light of prevailing economic circumstances*

[2] *A connected person includes: a child, stepchild, grandchild, grandparent, brother or sisters; a spouse/civil partner or the spouse/civil partner of any person listed previously; a person carrying on business in partnership with them, or with any person listed previously; an institution which is controlled by them or by any person listed previously; or any person included within the definition of Connected Person as set out in Section 220 of the Companies Act; a body corporate in which they or any person, listed in any of the first four categories previously has a substantial interest*

commercially sensitive University business. Employees are required to respect the value and ownership of information they receive and not disclose information without appropriate authority unless there is a legal or professional obligation to do so, having regard to the principle of academic freedom, as set out in the Technological Universities Act 2018 Revised Acts (lawreform.ie)

v) Employees will normally respect the confidentiality of sensitive information held by and processed by the University. Such information includes, but is not limited to:

i) personal information;
ii) information received in confidence by the University;
iii) any commercially sensitive information or other information sensitive to the reputation of the University.

vi) Employees will observe appropriate prior consultation and decision-making procedures where, exceptionally, it is proposed to release sensitive information in the public interest.

vii) Employees must respect the confidentiality of information received in the performance of their duties as employees. Additionally, employees must respect the confidentiality of the deliberations of any University Boards/ Committees where advised that such confidentiality is required.

viii) The University and its employees must ensure that appropriate care is taken to guarantee the security of sensitive information (in paper or electronic form) whether stored on or off University property.

ix) Employees must ensure that confidential records are subject to appropriately restricted access procedures in accordance with University guidelines. Where clarification is required as to the appropriate restricted access requirements, the onus is on the employee to follow-up with the responsible owner for such clarification.

x) The obligations of an employee to TU Dublin with regard to the non-disclosure of privileged or confidential information do not cease when their employment relationship with the University has ended.

5.4 IT and Intellectual Property

Employees should be aware of and comply with the University's IT Acceptable Usage and Intellectual Property policies.

5.5 Fairness

5.5.1 The University and its employees will treat each other and all members of the University community with fairness and respect and will comply with the University's Dignity and Respect at Work policy and procedures

5.5.2 The University and its employees must ensure compliance with employment equality and equal status legislation, a commitment to fairness in all business dealings, and the valuing and equal treatment of all those with whom the University interacts. The University's Equality Statement can be found at EDI-Policy-2024.pdf (tudublin.ie)

5.5.3 TU Dublin values its students, suppliers, employees and customers. The University and its employees must treat all students, suppliers, other employees and customers fairly.

5.6 Work/External Environment

5.6.1 The University and its employees should place the highest priority on promoting and preserving the health and safety of its employees and students (refer to the TU Dublin Safety, Health and Welfare Policy and Technological University Dublin Safety Statement 2023).

5.6.2 The University and its employees will endeavor to ensure that community concerns are fully considered in their activities and operations.

5.6.3 The University and its employees will endeavor to minimise any detrimental impact of their operations on the environment.

5.7 Personal Belongings

Personal belongings should not be left on TU Dublin premises and doing so is at the owner's risk. Many areas of TU Dublin operate hot-desk facilities. Where an employee is expected to be absent from work for longer than 4 weeks, their personal belongings should be arranged to be collected at the earliest opportunity. It will be the responsibility of the employee to make such arrangements.

5.8 Research

It is a general expectation of the University that all members of academic staff will engage in research and innovation in their field of expertise. In such endeavours, all staff, including PMSS staff, must abide by the highest standards of research ethics and responsible research practice, and work in accordance with the University's Research Ethics and Research Integrity policies.

5.9 Verification of Qualifications

Offers of employment by TU Dublin are made on the clear understanding that information provided by the candidate in their written application and/or at their interview is correct in every respect. Where this is found not to be the case, the University reserves the right to withdraw an offer of employment or initiate the disciplinary procedures which may result in dismissal or take such other action as it considers appropriate in the circumstances. The University reserves the right to require applicants and employees to provide evidence of academic and / or other qualifications, where conditional offers of employment have been made to candidates.

5.10 Criminal Convictions

An employee who is charged or convicted of an indictable criminal offence must report that fact to the Chief Human Resources Officer. In certain circumstances, this could have implications for their employment. Such information will be treated in confidence, insofar as possible, and no record of it will be kept unless the information is considered relevant to the employee's employment. If a report by an employee of a charge or conviction of an indictable offence necessitates an investigation, it will be conducted in accordance with the principles of fairness and natural justice.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 (the 2012-2016 Acts) apply to TU Dublin which as per the Act is a "relevant organisation" i.e. it is a body that employs persons to

undertake “relevant work or activities” relating to children or vulnerable persons.

Therefore, TU Dublin staff, volunteers and others working within TU Dublin who undertake “relevant work or activities” relating to children or vulnerable persons are subject to mandatory Garda Vetting. TU Dublin is legally obliged to comply with the retrospective vetting provisions in Section 21 of the Act and must therefore make applications for retrospective disclosures in respect of all persons employed to undertake relevant work of activities.

TU Dublin cannot lawfully employ persons to carry out relevant work or activities if they have not been vetted.

Offers of employment and/or continued employment/engagement by TU Dublin are strictly conditional on the appropriate clearance being obtained.

5.11 Reporting concerns

Employees should communicate to the appropriate level of management if they have any concerns regarding the implementation of this Code of Conduct. Where appropriate, the University’s Protected Disclosures policy may be used.

6 General

a) TU Dublin will ensure that this Code (and any subsequent amended versions) is circulated to all employees. The latest version of the Code will be available on the University’s website.

b) Employees are required to comply with the Technological Universities Act 2018 as well as University codes, guides, policies and procedures.

c) This Code has been developed in consultation with staff representatives including Forsa, Forsa Municipal, Unite, INMO and the TUI.

7 Queries

Contact: Head of Workplace Relations