

Kilkenny and Carlow Education and Training Board

Code of Ethics



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*

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1. Intent and scope

The purpose of the Code is to provide guidance to all staff of Kilkenny and Carlow ETB in performing their duties.

2. Objectives

The objectives of the Code are:

- To set out an agreed set of ethical principles;
- To promote and maintain confidence and trust in Kilkenny and Carlow ETB;
- To promote the development and acceptance of ethical practices in Kilkenny and Carlow ETB;
- To promote the highest legal, management and ethical standards in all the activities of Kilkenny and Carlow ETB;
- To promote compliance with best current management practice in all the activities of Kilkenny and Carlow ETB.

3. General Principles

It is the policy of Kilkenny and Carlow ETB to maintain its high reputation for ethical behaviour and fair dealing in the conduct of its business.

In many cases, decisions as to what is ethical or fair are clear cut and will be obvious to any reasonable person. In some situations, however, there may be circumstances where an element of doubt or ambiguity arises. To help in those circumstances and to protect and guide individual staff of Kilkenny and Carlow ETB, it is appropriate to have a written Code of Ethics for the conduct of ETB business.

It is not possible to provide for every situation in the Code of Ethics. If there is doubt about the probity of any particular situation, the CE/Designated Director should be consulted about the situation by the individual concerned.

All staff are required to observe the following fundamental principles, as set out under the following headings:

- a) Integrity
- b) Confidentiality
- c) Obligations
- d) Disclosure of Interest
- e) Loyalty
- f) Fairness, and
- g) Consideration for work/external environment.

(a) Integrity

Each staff member is expected to observe the highest standards of honesty and integrity in all his/her dealings as an employee of the Board. Therefore, staff must:

- Engage in their duties and collaborate vigorously, energetically, ethically and honestly with other educational institutions, commercial and other providers of research and advisory services;
- Not engage in outside employment/business interests which would reasonably be considered to be in conflict or in potential conflict with the business of Kilkenny and Carlow ETB or their responsibilities as staff of Kilkenny and Carlow ETB;
- Acquire information or business secrets by proper means only;
- Refrain from giving and receiving corporate 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 and report any such approaches in writing to the Chairperson;
- Avoid the use of Kilkenny and Carlow ETB resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities;
- Avoid misrepresentation, being ambiguous or misleading.

Further, insofar as it is included in their responsibilities, staff must:

- Ensure that engagement of consultancy and other services is in compliance with public policy guidelines;
- Conduct purchasing activities of goods/services in accordance with public policy and best business practice and the purchasing regulations of Kilkenny and Carlow ETB;
- Ensure that accounts/reports accurately reflect their work performance and are not misleading or designed to be misleading.

(b) Information

Staff of Kilkenny and Carlow ETB will ensure the provision of access to general information relating to the Board's activities in a way that is open and enhances its accountability to the general public.

Staff will respect the confidentiality of sensitive information held by Kilkenny and Carlow ETB. This would constitute material such as:

- personal information
- information received in confidence by Kilkenny and Carlow ETB any commercially sensitive information or other information sensitive to the reputation of Kilkenny and Carlow ETB any other material, release of which might constitute an unlawful or unethical act.

Staff will ensure to the extent that is in their power and remit, that Kilkenny and Carlow ETB complies with all relevant statutory provisions [e.g. Data Protection Acts, 1998, 2003 and 2018 the Freedom of Information Act 2014, as they relate to Kilkenny and Carlow ETB.

Staff will ensure to the extent that is in their power and remit, that Kilkenny and Carlow ETB observes appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest

Staff will observe the strictest confidentiality in relation to all discussions and decisions taken in Kilkenny and Carlow ETB.

(c) Obligations

Staff will ensure, to the extent that it is in their power and remit, that Kilkenny and Carlow ETB;

- Fulfil all regulatory and statutory obligations imposed by the Vocational Education Acts, 1930 to 2001, Education and Training Boards Act 2013 and other relevant legislation.
- Complies with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.
- Operates controls to prevent fraud and to ensure compliance with prescribed procedures in relation to levels of authority for sanctioning any relevant expenditures including expenses for business travel.

Staff acknowledge that acceptance of positions following employment and/or engagement by an ETB can give rise to the potential for conflicts of interest and to confidentiality concerns. Staff will comply with procedures that Kilkenny and Carlow ETB may put in place in this regard.

(d) Loyalty

Staff of Kilkenny and Carlow ETB acknowledge the responsibility to be loyal to Kilkenny and Carlow ETB and to be fully committed to all its activities while mindful that Kilkenny and Carlow ETB itself must at all times take into account the interests of its students and funders, including tax payers.

Staff of Kilkenny and Carlow ETB acknowledge the duty of all staff to conform to the highest standards of business ethics.

(e) Fairness

Staff will ensure, to the extent that it is in their power and remit, that Kilkenny and Carlow ETB

- is complying with employment equality and equal status legislation;
- is committed to fairness in all business dealings; and values its students, staff, suppliers
- and customers, and treats all its students, staff, suppliers and customers equally.

(f) Work/External Environment

Staff will place the highest priority on promoting and preserving the health and safety of its staff and students and ensure, to the extent that it is in their power and remit that Kilkenny and Carlow ETB does so also.

Staff will ensure, to the extent that it is in their power and remit, that community concerns are fully considered in its activities and operations.

Staff will ensure, to the extent that it is in their power and remit that Kilkenny and Carlow ETB will minimise any detrimental impact of its operations on the environment.

(g) Responsibility

Kilkenny and Carlow ETB will circulate this Code of Ethics (and a policy document on disclosure of interests) to all staff for their retention.

Kilkenny and Carlow ETB will ensure that all staff receive a copy of the Code and understand its contents.

Kilkenny and Carlow ETB will provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations, which arise routinely.

(h) Review

Kilkenny and Carlow ETB will review this Code of Ethics as appropriate.

Any proposed revisions to this Code must be considered and approved at a meeting of the Board and submitted to the Minister for approval.

Note: Breaches of the Code of Ethics for staff will be regarded as a breach of discipline and will be dealt with, in accordance with the disciplinary code, by the Chief Executive or by the delegated officer, as appropriate.

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