

# CODE OF CONDUCT

## 1. Introduction

Staff, Board members and volunteers of Transparency International Ireland (“TI Ireland”) are committed to upholding high standards of integrity and accountability; acting according to the core values and guiding principles of TI Ireland; and promoting those standards, values and principles.

## 2. Scope

This code applies to TI Ireland employees (including executive and non-executive staff). Those working with TI Ireland as Board members, volunteers, associates or paid consultants are expected to observe the spirit of this code insofar as it is relevant to their activities. This code is a living document.

## 3. General principles of TI Ireland

“Statement of Vision, Values and Guiding Principles of Transparency International” (“The Umbrella Statement”)

### Vision

An Ireland that is open and fair, where entrusted power is used in the public interest.

### Values

Transparency, Accountability, Integrity, Solidarity, Courage, Justice, Democracy.

### Guiding Principles

We are a civil society organisation committed to respecting the following principles:

- a. As coalition builders, we will work cooperatively with all individuals and groups, with for profit and not for profit corporations and organisations, and with governments and international bodies committed to the fight against corruption, subject only to the policies and priorities set by our governing bodies.
- b. We undertake to be open, honest and accountable in our relationships with everyone we work with and with each other.
- c. We will be democratic, politically non-partisan and non-sectarian in our work.
- d. We will condemn bribery and corruption vigorously and courageously wherever it has been reliably identified.
- e. The positions we take will be based on sound, objective and professional analysis and high standards of research.
- f. We will only accept funding that does not compromise our ability to address issues freely, thoroughly and objectively.

- g. We will provide accurate and timely reports of our activities to our stakeholders.
- h. We will respect and encourage respect for fundamental human rights and freedoms.
- i. We are committed to building, working with and working through national chapters worldwide.
- j. We will strive for balanced and diverse representation on our governing bodies.
- k. As one global movement, we stand in solidarity with each other and we will not act in ways that may adversely affect other Chapters or the TI movement as a whole.

## 4. Practical guidelines

### 4.1. Funder relations

We will endeavour to respond to all requests from our funders fairly and expeditiously.

### 4.2. Staff and volunteer relations

- a. We will treat each other with respect and consideration.
- b. We will communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfil our duties and responsibilities faithfully and efficiently.
- c. We will respect the privacy and private lives of our colleagues when dealing with personal information.
- d. We undertake to ensure adequate consultation with any staff member or volunteer before making any decision which may impact upon that staff member or volunteer.

### 4.3. Conflicts of interest

In our work, conflict may arise between our personal interests and the interests of TI Ireland or other stakeholders. We will disclose such conflict and resolve it in a transparent manner, in accordance with the Conflict of Interest Policy.

### 4.4. Non-preferential treatment of family and friends/staff recruitment

We are committed to fair, objective and impartial recruitment, hiring and procurement procedures. In particular:

- a. Family members, friends and organisations with which we or our families or friends are associated will not be accorded preferential treatment.
- b. We will not hire or contract with members of our immediate family (spouse, parent, child or sibling) or the immediate family of members of the Board of Directors, without specific authorisation by the Chairperson of the Board of Directors. Hiring of or contracting with persons related to the Chairperson must be approved by the Board of Directors.
- c. Appointments to all positions will be made on merit and only after due consideration of all applications received following internal and external announcements.

#### 4.4.1. Gifts and entertainment

As the acceptance of a gift may appear to create an obligation, we will avoid giving or accepting gifts, favours and gratuities in connection with official duties as required by the following policies:

- a. We will not accept directly or indirectly any discount, gift, entertainment, or favours (“Gifts”) that may influence or be perceived to influence the exercise of our function, the performance of our duties or our judgement.
- b. Subject to sub-paragraph 1 above, Gifts between the value of €20 and €100 may be accepted if they are registered as provided in the next sub-paragraph. All Gifts of a value of €100 or more will be refused.
- c. All offers of Gifts will be reported to the Chief Executive and recorded on a Register of Gifts that is available for inspection. Reasons for acceptance or refusal of each offer must also be recorded.

#### 4.4.2. Travel and TI Ireland property

- a. Official travel undertaken by us will be directly related to the work of TI Ireland and will be undertaken only when necessary. Only economical and bona fide travel expenses will be reimbursed. Only economy airfare will be paid, unless otherwise decided by the Board of Directors.
- b. We will ensure that TI Ireland resources will be used effectively. Assets under our control will be used for no purpose other than for the advancement of TI Ireland’s objectives.
- c. When private travel is added onto TI related travel, we will notify our manager/the Board of Directors before the trip and will meet any extra costs that this may entail.

#### 4.4.3. Private activities and private property

- a. We will not engage in any activity or transaction or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties or that may bring TI Ireland into disrepute.
- b. We will arrange our private affairs so as not to engage in any activity that might impair the credibility of TI Ireland by giving the impression that TI Ireland is fostering individuals, public or private institutions whose behaviour is perceived as not being in accordance with TI Ireland’s values.
- c. We will not use TI Ireland’s business relationships to solicit or obtain favours or improper benefits in private life.
- d. We will not allow our political affiliations and/or activities to unduly influence us or interfere with TI Ireland’s independence.

#### 4.4.4. Remuneration

Where we receive any remuneration for public speaking, writing for a publication or a media appearance, and TI Ireland organisational information is involved or the appearance is a result of the individual’s employment or association with TI Ireland, then the remuneration will be paid directly to TI Ireland. However, the Board of Directors may decide to forward such honorarium, partly or entirely, to the respective staff member.

#### 4.4.5. Post-employment

We will not allow our actions and decisions in the course of our work to be improperly influenced by the prospect of future employment with others.

#### 4.4.6. Confidentiality and transparency

- a. We will treat information obtained in the service of TI Ireland with confidentiality, when its nature calls for it or when this is explicitly requested and will not use any such information or materials to further a private interest. This obligation continues after an employee's association with TI Ireland comes to an end.
- b. Subject to the above sub-paragraph, we will be as open as possible about all decisions and actions we take.

#### 4.5. Financial transparency and independence

- a. We will provide and publish audited financial statements in easily accessible form. Financial reports will be provided and published as appropriate.
- b. We will publish annually our sources of funding exceeding €1,000 and account accurately and promptly to donors in accordance with the terms of their grants.
- c. We will comply with our Donations Policy to maintain our independence.

## 5. Implementation

### 5.1. Getting familiar with this code

- a. TI Ireland management will actively encourage an internal dialogue on ethics, provide guidance for staff and ensure that internal systems, policies and procedures are consistent with this code.
- b. Copies of this code will be provided to each Board member, staff member, associate and volunteer for signing.
- c. This code will be annexed to all contracts of employment and signed along with them.
- d. The Chief Executive will conduct an annual review of compliance with this code and evaluation of its impact on the culture of integrity at TI Ireland. This will include a meeting with all TI Ireland staff members as a forum for discussion and review of the impact of the code.

### 5.2. Raising an issue

In the event that a staff member, Board member, associate, consultant or volunteer has any concerns about an interpretation, application or suspected violation of this code, they may seek advice from the Chair, Chair of the Audit Committee or Chief Executive.

If it is felt inappropriate to raise the issue with any of the above persons, and/or the concern is believed to be relevant wrongdoing as defined under the Protected Disclosures Act 2014, the matter may be raised in accordance with TI Ireland's Protected Disclosures Policy.

Staff and Volunteers are also advised to refer to our Speak Up Safely Guide (available at [https://www.transparency.ie/sites/default/files/20.01\\_speak\\_up\\_safely.pdf](https://www.transparency.ie/sites/default/files/20.01_speak_up_safely.pdf)) and can also call Protect (<https://protect-advice.org.uk/>) for free independent advice on how they can safely make a disclosure.

Concerns may be raised in person or email through established secure and confidential mechanisms.

No one shall be discriminated against, disciplined or reprimanded for reporting concerns or requesting guidance concerning this Code of Conduct whether or not the concerns are established as valid or substantiated.

## Declaration by Board members, staff and volunteers of TI Ireland

I have read and agree to abide by the terms and principles outlined in this Code of Conduct and TI Ireland's Memorandum and Articles of Association insofar as they relate to my activities with TI Ireland.

Name (Block Capitals)

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Signed

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Date

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