



POLICY:	Code of Conduct for Staff
FIRST DRAFT:	
ADOPTED:	BR 2013#01 UR 2021#01 (This Version)
AMENDMENTS:	ET 2019#13 / 2020#14
REVIEW:	January 2026

1.0 INTRODUCTION

This Code of Conduct is informed by Mary Immaculate College's [mission](#) as a Catholic College of Education & the Liberal Arts. In addition, all policies, guidelines and protocols of Mary Immaculate College, shall reflect the College's commitment to the promotion of equality in accordance with the relevant law.

- 1.1 Mary Immaculate College has developed this Code of Conduct for Employees. The purpose of this Code is to provide guidance to employees of Mary Immaculate College towards the performance of their duties in an ethical and professional manner and in compliance with the policies and procedures adopted by the College, as well as relevant legislation.
- 1.2 The Code takes account of the Ethics of Public Office Acts, 1995 and the Standards in Public Office Act, 2001, as well as the Irish Universities Act, 1997. The Code has been developed in full accordance with the Code of Governance for Irish Universities 2019 (IUA).
- 1.3 Employees of the College are required to act in accordance with this Code of Conduct, and to adhere to the requirements of College policies and procedures governing their conduct as employees. A copy of the Code shall be circulated to all employees of the College and shall also be available on the MIC Portal and College website.

2.0 PURPOSE & OBJECTIVES

- 2.1 The purpose of the Code is to inform the conduct of all employees such that they will endeavour to maintain high standards in service delivery, observe appropriate behaviour and maintain the highest standards of probity.
- 2.2 The objectives of the Code are:
 - To set out an agreed set relevant ethical principles as approved by *An tÚdarás Rialaithe*;
 - To promote and maintain confidence and trust in Mary Immaculate College and its employees acting on its behalf;
 - To prevent the development or acceptance of unethical practices;
 - To promote the highest legal, management and ethical standards in all the activities of Mary Immaculate College;
 - To promote compliance with all relevant statutory obligations and best current

governance and management practices in all the activities of Mary Immaculate College.

3.0 GENERAL ETHICAL PRINCIPLES

3.1 In the discharging of their duties and responsibilities, employees shall observe the following general ethical principles which inform this Code:

- Integrity;
- Openness and transparency;
- Honesty
- Fairness
- Accountability
- Objectivity
- Efficiency and effectiveness;
- Value for money

4.0 INTEGRITY

4.1 Employees shall disclose to their Head of Department / Line Manager / Supervisor outside employment/business interests which they consider may be in conflict or in potential conflict with the business of Mary Immaculate College, or may be perceived as such. Disclosure requirements are set out more explicitly under Section 5.0, below.

4.2 Employees shall not give or receive gifts, hospitality, preferential treatment or benefits which might affect or appear to affect their ability to make impartial judgments on or about business transactions.

4.3 Employees shall not engage in any outside employment / business or activity that conflicts with the interests of the College.

4.4 Employees shall conduct purchasing activities of goods/services in accordance with public policy and best business practice and the procurement policies and procedures operated by the College as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.

4.5 Employees shall ensure that the engagement of consultancy and other services is in compliance with public policy guidelines.

4.6 Employees shall be committed to ensuring that the accounts / reports produced to reflect

their area of responsibility within the College accurately reflect the operating performance of the College and are not misleading or designed to be misleading.

- 4.7 Employees shall avoid the use of the College's resources or time for personal gain, for the benefit of persons/organisations unconnected with the College or its activities or for the benefit of competitors.
- 4.8 Employees shall not acquire information or confidential third-party business information by improper means.
- 4.9 Employees shall be committed to having Mary Immaculate College compete vigorously and energetically but also ethically and honestly with other educational institutions, as well as commercial and other providers of research and advisory services.
- 4.10 Employees shall be committed to ensuring a culture of expense accrual and remuneration that is strictly consistent with official guidelines and best practice in the public sector.
- 4.11 Employees shall observe measures to prevent fraud and ensure compliance with the prescribed levels of authority for sanctioning any relevant expenditure.

5.0 CONFLICTS OF INTEREST

- 5.1 Employees have a duty to conduct themselves in accordance with the highest standards of business and professional ethics and are required to comply with the standards set out in this document along with the standards set out in the MIC Conflict of Interest Policy, Research Integrity Policy, Academic Integrity Policy, Safeguarding Policies, Data Protection Policy and Dignity and Respect at Work Policies.
- 5.2 Employees shall disclose to their Head of Department / Line Manager / Supervisor, all relevant interests (pecuniary, family, financial or other) which pose a real, or perceived potential for, conflict of interest or materially influence employees in the performance of their duties or damage public confidence in the ethical standards of the College. Any interests of an employee's family of which he/she could be expected to be reasonably aware or a person or body connected with the employee which involves a conflict of interest or could materially influence the employee in the performance of his/her functions should also be disclosed as above. For this purpose, persons and bodies connected with an employee includes:
 - a) a spouse, parent, brother, sister, child or step-child;
 - b) a body corporate with which the employee is associated;

- c) a person acting as the trustee of any trust, the beneficiaries of which include the employee or the persons at (a) above or the body corporate at (b) above;
 - d) a person acting as a partner of the employee or of any person or body who, by virtue of (a) – (c) above, is connected with the employee.
- 5.3 Employees will resolve such a conflict of interest in the best interests of the College by declaring their interest to their Head of Department / Line Manager / Supervisor. In circumstances where employees are unsure as to whether or not a conflict of interest exists, or is material, they should discuss the matter with their Head of Department / Line Manager / Supervisor who may consult with the Human Resources Manager on the matter.
- 5.4 Employees serving on College Boards and/or Committees must declare any personal interest in the business to be discussed, and if necessary and as required, withdraw from the consideration of such business (there is a separate Code of Conduct for Members of *An tÚdarás Rialaithe*).
- 5.5 Employees occupying positions of employment [positions in respect of which the maximum salary is not less than the maximum salary of a Principal Officer (Civil Service Grade)] shall comply fully with the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. The Designated Officer of the Body shall ensure that all such employees are fully informed of their obligations under the Ethics Acts and are provided with the relevant Guidelines produced by the Standards Commission.
- 6.0 COMMITMENT**
- 6.1 Employees shall be committed to the mission of Mary Immaculate College, with due respect to the tenets of academic freedom.
- 7.0 FAIRNESS**
- 7.1 This Code of Conduct places an onus on employees to ensure compliance with employment equality and equal status legislation, commitment to fairness in all business dealings and the valuing and equitable treatment of all those with whom the College interacts.
- 8.0 TREATMENT OF INFORMATION**

- 8.1 Employees shall act in compliance with the Freedom of Information Acts and the Data Protection Acts. In accordance with this, employees will observe the due confidentiality of sensitive information held by Mary Immaculate College. This would constitute material such as:
- personal information;
 - information received in confidence by Mary Immaculate College;
 - any commercially sensitive information or other information sensitive to the reputation of Mary Immaculate College, including future plans or details of major organisational or structural changes. These obligations do not cease when employment in the College has ended.
- 8.2 The College will observe appropriate prior consultation procedures with third parties as appropriate, where it is deemed that legal grounds exist to release sensitive information in the public interest.
- 8.3 The College will comply with all relevant statutory provisions (e.g. data protection legislation, the Freedom of Information Act, 1997).
- 8.4 Members of Governing Authority and staff will observe due confidentiality in relation to all discussions and decisions taken at meetings of the Governing Authority and its sub-committees.
- 8.5 Training for staff in the areas of Data Protection and Safeguarding shall be mandatory. Where appropriate or required by statute and/or best practice, other forms of training may be deemed mandatory from time to time by the Executive Team and staff members shall engage with such training.

9.0 WORK ENVIRONMENT

- 9.1 *An tÚdarás Rialaithe* places the highest priority on promoting and preserving the health and safety of its employees and students.
- 9.2 MIC will ensure that community concerns are fully considered in its activities and operations.
- 9.3 MIC will seek to avoid (or, if unavoidable, minimise) any detrimental impact of its operations on the environment.

10.0 RESPONSIBILITY FOR ADDITIONAL GUIDANCE

10.1 The Director of Human Resources shall circulate this Code of Conduct and the Conflict of Interest Policy to all employees for their understanding and retention.

11.0 REVIEW OF THE CODE

11.1 This Code of Conduct shall be reviewed by *An tÚdarás Rialaithe* on a five-yearly basis or as required by any circumstances arising (such as the introduction of new regulatory or statutory measures).

11.2 The review period, or any other relevant circumstances necessitating review, shall be notified to *An tÚdarás Rialaithe* by the Secretary.