



Bord Iascaigh Mhara

Code of Conduct-Conflict of Interest Policy for Staff

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Overview

The Board of BIM has laid down the following Code of Conduct/Conflict of Interest Policy to be adhered to by all BIM staff members.

The primary duty of each staff member of BIM is to give his/her undivided attention to his/her work and to conduct him/herself in a manner that is consistent with the best interests of BIM. Any activity, which impairs a staff member's ability to honour that duty involves a breach of this Policy and will leave the staff member open to disciplinary action up to and including dismissal.

Outside Interests

The general principle underlining BIM's Code of Conduct/Conflict of Interest Policy is that staff may not engage in any activity or business during or outside normal working hours which in any way impairs or may impair the staff member's ability to give regular, punctual and satisfactory

service to BIM, or which conflicts or may conflict with BIM's interests, objectives and policies.

A staff member who wishes to have any involvement in outside business activities, either directly or indirectly, must immediately inform, in writing, his/her Divisional Manager who shall seek management approval.

Staff members who already have an involvement in outside business activities, either directly or indirectly, prior to the introduction of the Code of Conduct/Conflict of Interest Policy or prior to their employment with BIM must inform, in writing, his/her Divisional Manager of such involvement and must request approval to continue such activities.

Staff members are required to avoid situations in which their personal interests could conflict with the interests of BIM. In particular, staff members are not permitted under any circumstances to have any involvement of a business/advisory nature with any persons or company with whom BIM may have or is likely to have any form of relationship save in their capacity as a BIM staff member.

Staff members may not use BIM's resources or time for personal gain, or for the benefit of persons/organisations unconnected with BIM or its activities.

Staff members are prohibited from diverting away from BIM, and/or private sector suppliers of goods and services, for their personal gain, business opportunities, which are presented to them in the course of their employment with BIM.

Staff members are expected to behave at all times in the performance of their duties in an ethical and honest manner.

BIM has adopted and is required to comply with the Charter on Ethics in Public Procurement devised by the Forum on Public Procurement in Ireland. Compliance with this Charter must be confirmed by the Chairman of BIM as part of a formal report to the Minister.

BIM reserves the right to insist that any member of staff ceases or reduces his or her involvement in any activity which in Management's opinion is such that the activity is impairing or may impair, the ability of the staff member to perform his or her work satisfactorily or is giving rise or may give rise to a situation of actual or potential conflict of interest.

Confidentiality

Information and data of a confidential nature acquired in the course of employment must be treated as such by all staff who must ensure, insofar as may be practicable, that no unauthorised persons obtain access to information or data which is used by staff members.

In line with the requirements of the Data Protection Acts (1988) and (2003) all personal data must be kept securely and disclosed only to individuals or companies in accordance with authorised access.

Gifts/Invitations

In general gifts/payments/hospitality, preferential treatment or benefits in kind on a scale, which could affect or appear to affect the ability to exercise independent judgement must not be

accepted. Gifts of cash, travel and/or accommodation expenses must never be accepted or solicited.

Representations on Outside Bodies

Where BIM representation is requested or required on external Committees, Associations, etc. authorisation to take up such representation must be submitted in the first instance to the Divisional Manager and must be approved by the Chief Executive.

This Code of Conduct/Conflict of Interest Policy is applicable to all staff members of BIM.

Further Employment

The acceptance of further employment where the potential for conflict of interest arises should be avoided during a reasonable period of time after the exercise of employment of the BIM has ceased.
