

## Code of Conduct

### 1 Introduction

Staff, directors and volunteers of TI Ireland are committed to uphold high standards of integrity and accountability, to act according to the core values and guiding principles of TI and to promote these standards and principles.

The Code is a living document. Its value to the TI movement lies in its ability to create an enhancing environment for a culture of integrity.

### 2 Scope of the TI Ireland Code of Conduct

The Practical Guidelines apply to TI Ireland employees (including executive and non-executive staff). Those working with TI as directors, volunteers or as paid consultants are expected to observe the spirit of this Code insofar as it is relevant to their activities.

### 3 General Principles of Transparency International

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

#### Vision

A world in which government, politics, business, civil society and the daily lives of people are free of corruption.

#### Values

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

#### Guiding Principles

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

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

7. We will provide accurate and timely reports of our activities to our stakeholders.
8. We will respect and encourage respect for fundamental human rights and freedoms.
9. We are committed to building, working with and working through national chapters world wide.
10. We will strive for balanced and diverse representation on our governing bodies.
11. 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.

Adopted by the Transparency International Annual Membership Meeting in Prague, 06 October 2001 and updated by the Transparency International Annual Membership Meeting in Bali, 28 October 2007 and the Transparency International Annual Membership Meeting in Berlin, 16 October 2011.

## **4 Practical Guidelines**

### **4.1 TI Secretariat Relations**

- 1) We will consult actively with TI Secretariat in the development and implementation of policies and activities at TI Ireland.
- 2) We will endeavour to respond to all requests from TI Secretariat and TI chapters elsewhere fairly and expeditiously.
- 3) We will abide by the terms of the TI Chapter-in-Formation Accreditation Agreement.

### **4.2 Staff and Volunteer Relations**

- 1) We will treat each other with respect and consideration.
- 2) 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.
- 3) We will respect the privacy and private lives of our colleagues when dealing with personal information.
- 4) 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 Conflict 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 the interest of Transparency International and the international anti-corruption movement.

#### **4.3.1 Non-preferential Treatment of Family and Friends / Staff Recruitment**

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

- 1) Family members, and friends and organisations with which we or our families or friends are associated, will not be accorded preferential treatment

2) We will not hire or contract with members of our immediate family, that is a spouse, parent, child, or sibling, or with the immediate family of members of the Board or Advisory Council, without specific authorisation by the Chairman of the Board of Directors. Hiring of or contracting with persons related to the Chairman will be approved by the Board of Directors.

3) Appointments to all positions will be made on merit and only after due consideration of all applications received following internal and external announcements.

#### **4.3.2 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:

1) We will not accept directly or indirectly any discount, gift, entertainment, or favours (referred to as gifts) that may influence or be perceived to influence the exercise of our function, or the performance of our duties or our judgement.

2) All gifts between the value of €20 and €100 will be registered as provided in the next paragraph, and all gifts from a value of €100 or more will be refused.

3) Registration Process: All gifts will be reported to the supervising officer and recorded on a document that is available to all TI Ireland staff.

#### **4.3.3 Travel and TI Property**

1) 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 Chief Executive in accordance with guidelines set by the Board.

2) 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.

3) When private travel is added onto TI related travel, we will notify our supervisor before the trip and will meet any extra costs that this may entail.

#### **4.3.4 Private Activities and Private Property**

1) We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties, and that may bring TI as a whole into disrepute.

2) We will so arrange our private affairs 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's values.

3) We will not use TI Ireland business relationships to solicit or obtain favours or improper benefits in private life.

4) We will not allow our political affiliations and/or activities to unduly influence or interfere with the political neutrality that is the hallmark of the TI movement.

#### **4.3.5 Remuneration**

Where we receive any remuneration for public speaking, writing for a publication or a media appearance, and TI 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 Chief Executive may decide to forward such honorarium, partly or entirely, to the respective staff member.

#### **4.3.6 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.

#### **4.3.7 Confidentiality and Transparency**

1) 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 the staff's separation from TI Ireland.

2) We will be as open as possible about all decisions and actions we take, taking into account the above-mentioned needs for confidentiality.

#### **4.4 Financial Transparency**

1) We will provide and publish audited financial statements in easily accessible form. Financial reports will be provided and published as appropriate.

2) 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.

#### **4.5 Financial Independence**

We will act in line with the Board policy of not accepting funds that might impair the independence of the organisation to pursue its mission. To this end, TI Ireland will

1) accept resources only from donors who share our anti-corruption objectives.

2) seek a balanced distribution between resources obtained from public sector, private sector, foundations and charities, and membership contribution;

3) seek a multitude of donors in any aforementioned category;

4) not accept resources granted under condition or structured such that TI Ireland refrains from independent action,

- pursues activities inconsistent with its mission, or

- refrains from pursuing activities consistent with its mission.

## **5 Implementation**

### **5.1 Getting familiar with the Code**

- 1) 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.
- 2) Copies of the Code will be provided to each staff member and on our web site.
- 3) The Code will be annexed to all contracts of employment and signed along with it.
- 4) The Chief Executive will conduct an annual review of compliance with the Code and evaluation of its impact on the culture of integrity at TI Ireland.
- 5) Periodic meetings with all TI Ireland staff members will provide a forum of discussion and review of the impact of the code.

### **5.2 Raising an Issue/ Whistleblower Protection**

- 1) Any concerns about an interpretation, application or suspected violation of the Code that staff or other stakeholders are not comfortable raising directly with staff concerned should be brought to the attention of the Board of Directors. If the complainant is not satisfied with the outcome of their consultation, then the matter may be brought to the attention of the TI Executive Director for Europe. If it is felt inappropriate to raise the issue with the Board of Directors first, the matter may be brought directly to the attention of the TI Executive Director for Europe.
- 2) No one shall be discriminated against or disciplined or reprimanded for reporting concerns or requesting guidance concerning the TI Ireland Code of Conduct to the person to whom they normally report or to the Board of Directors whether or not the concerns are established as valid or substantiated.

### **Declaration by Directors, Staff and Volunteers of Transparency International (Ireland)**

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

Name.....

Signed .....

Date.....