

Code of Business Conduct

Injuries Board

1. Introduction

InjuriesBoard.ie (IB) has developed this Code of Business Conduct for staff of the board as required under Paragraph 2.1 of the Code of Practice for the Governance of State Bodies and as referred to in Term 16 of staff letter's of offer of employment. The Code of Practice requires that all state bodies approve a Code of Business Conduct, taking account of the implications of the Ethics in Public Office Acts, 1995 and 2001. Under paragraphs 2.2 and 10.2.iv of the Code of Practice, the Chairperson is required to confirm that a Code of Business Conduct has been put in place and is being complied with. A copy of the Code must be made available upon request and be placed on the Injuries Board website.

2. Intent and scope

The purpose of this Code is to provide guidance to the Chairperson and staff of IB in performing their duties as set down in the Personal Injuries Assessment Board Act 2003. Copies of the Act have been provided to all employees.

3. Objectives

The objectives of the Code are:

- To establish an agreed set of ethical principles
- To promote and maintain confidence and trust in the staff of Injuries Board.
- To prevent the development or acceptance of unethical practices
- To promote the highest standards in all the activities of IB

4. General principles

All IB employees are required to observe the following fundamental principles as set out in the framework for the Code of Business Conduct:

4.1 *Integrity*

4.1.1 Employees are required to disclose any outside employment or business interest which they consider to be in conflict or in potential conflict with the business of IB.

4.1.2 Employees are also required to disclose to their supervisors the nature and extent to which they know either Claimant or Respondents in an Application made to the Board. On such disclosure employees may be assigned other cases.

4.1.3 IB shall not allow staff to be involved in any outside employment or business interests which are in conflict or potential conflict with its business.

- 4.1.4 Employees of IB shall avoid the giving or receiving of 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.
- 4.1.5 IB is committed to conducting its purchasing activities in accordance with public policy and best business practice and its purchasing policy reflects this commitment.
- 4.1.6 IB is committed to ensuring that its accounts and/or reports accurately reflect its business performance and are not misleading or designed to be misleading.
- 4.1.7 Employees of IB shall avoid the use of the IB's resources or time for personal gain, for the benefit of persons/organisations unconnected with the body or its activities.
- 4.1.8 IB is committed not to acquire information or business secrets by improper means.

4.2 *Information*

- 4.2.1 IB is committed to providing access to general information relating to its activities in a way that is open and enhances its accountability to the general public.
- 4.2.2 All employees shall respect the confidentiality of sensitive information held by IB while complying with the requirements of the Freedom of Information Act, 2014, constituting such information as:
 - Commercially sensitive information (including but not limited to future plans or details of major organisational changes such as restructuring);
 - Personal information;
 - Information received in confidence by IB.
- 4.2.3 Employees shall observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.
- 4.2.4 Employees shall comply with all relevant statutory provisions (e.g., data protection legislation, the Freedom of Information Act, etc.)

4.3 *Obligations*

- 4.3.2 Employees shall fulfil all regulatory and statutory obligations imposed on IB, as imposed under the Personal Injuries Assessment Board Act, 2003 (Your attention is drawn to Chapter 6, Section 73, subparagraphs (1), (2), (3), (4) and (5) of this Act, which applies to all employees and states that a person shall not disclose any information obtained by that person while performing duties as a member of any Board, committee, or as a member of staff, or advisor or consultant of the Board. contract. Official Secrets Act 1963 as amended by Freedom of Information legislation. You will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.
- 4.3.3 IB shall comply with detailed tendering and purchasing procedures, as well as with prescribed levels of authority for sanctioning any relevant expenditure, in line with its procurement policy.
- 4.3.4 IB has introduced controls to prevent fraud, including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel.
- 4.3.5 Directors of IB are required to use reasonable endeavours to attend all IB meetings
- 4.3.6 It is acknowledged that the acceptance of positions following employment and/or engagement by a State body can give rise to the potential for conflicts of interest and to confidentiality concerns. IB, therefore, consider any cases in which such conflicts of interest or confidentiality concerns arise and shall take appropriate steps to deal with such matters in an effective manner. IB shall also ensure that any procedures that it may put in place in this regard are monitored and enforced.
- 4.3.7 While at work, employees are expected to refrain from excessive personal use of their mobile phone, computers or other personal electronic equipment brought into the workplace. At all times during work personal electronic devices should be turned to silent/vibrate.

4.4 *Loyalty*

- 4.4.2 Employees of the board acknowledge their responsibility to be loyal to the IB and fully committed in all its business activities, while mindful that the organisation itself must at all times take

into account the interests of its stakeholders, including the tax payer.

- 4.4.3 Employees acknowledge the duty of all to conform to the highest standards of business ethics.

4.5 *Fairness*

- 4.5.2 IB is committed to complying with all employment equality and equal status legislation.

- 4.5.3 IB is committed to fairness in all its business dealings.

- 4.5.4 IB values its suppliers, stakeholders and licensees and treats all suppliers, stakeholders and licensees fairly.

4.6 *Work and external environment*

- 4.6.2 IB management place the highest priority on promoting and preserving the health and safety of employees and their colleagues.

- 4.6.3 IB shall ensure that community concerns are fully considered in all of its activities and operations.

- 4.6.4 IB shall minimise any detrimental impact of its operations on the environment.

4.7 *Responsibility*

- 4.7.2 IB shall circulate this Code of Business Conduct and a policy document on disclosure of interests to IB management and employees for their retention.

- 4.7.3 IB shall provide practical guidance and direction on such areas as gifts and entertainment and on other ethical considerations which arise routinely via its procurement policy.

4.8 *Revision*

- 4.8.2 IB shall review this Code as appropriate.