

NSAI Policy & Procedures	Code of Conduct Version 2 Dated 5 th October 2004
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CODE OF CONDUCT FOR STAFF

1. Introduction

All members of staff must abide by the legislative and regulatory obligations imposed on NSAI. This Code provides guidance on these obligations and other agreed standards of practice.

The objectives of the Code are to:

- a. Outline the NSAI set of ethical standards of honesty, integrity and fairness; and
- b. Provide guidance on these for each member of staff.

There are norms of behaviour or conduct, which are expected to be adhered to, in order to protect the interests of the organisation, fellow colleagues and clients. All staff behave in a responsible and professional manner at all times in the performance of their duties and in their relationships with colleagues and clients.

2. Obligations on Members of Staff

The Code operates in conjunction with the organisation's statutory obligations, together with the Board of NSAI Code of Conduct and the Customer Charter.

It also exists alongside the policies adhered to at NSAI, particularly the Bullying and Harassment Policy, Disciplinary Procedures, Grievance Procedures, IT Security Policy and all other policies adopted by the organisation.

The Code will be reviewed and amended where appropriate.

3. Fundamental Principles

4. Confidentiality

NSAI staff have a statutory duty of confidentiality, and except as required by law, staff must not disclose any confidential information to third parties.

Confidential information includes commercially sensitive information, information received in confidence and personal information.

Members of staff must also ensure that access to general information relating to NSAI's activities is dealt with in an open way and in a manner that enhances the accountability of the organisation to the general public.

5. *Fairness*

NSAI staff will act fairly in all business dealings and in relation to all issues raised at NSAI. Members of staff must value all customers/clients and treat all customer/clients in a fair manner.

6. *Statutory and Regulatory Requirements*

It is the policy of NSAI to comply with all relevant statutory and regulatory requirements governing its operations.

As a result, members of staff must:

- a. Fulfil all statutory, regulatory and contractual obligations imposed on NSAI. NSAI will inform staff of these obligations
- b. Co-operate with relevant regulatory and statutory bodies
- c. Comply with tendering and purchasing procedures and with the prescribed levels of authority for sanctioning any relevant expenditure
- d. Comply with health & safety regulations and NSAI Safety Statement in their day to day activities
- e. Comply with all internal regulations and procedures designed to prevent fraud or injury to persons or the property of NSAI, or the interest of NSAI generally
- f. Comply with all relevant employment legislation
- g. Comply with the policies and procedures outlined by NSAI
- h. Each employee who holds an office designated under the Ethics in Public Office Act, 1995 must comply with the provisions of that Act and in particular make the appropriate disclosure of interest provided for in that Act to NSAI
- i. Comply with NSAI policies relating to compliance with the Data Protection Act, 1988 and the Freedom of Information Act, 1997

7. *Integrity*

NSAI staff in general are bound by obligations to act with integrity and to be seen to do so. Arising from these obligations, staff will:

- a. Disclose in writing to the Secretary of the Board, any pecuniary beneficial or conflict of interests.
- b. Commit to act ethically and honestly in all dealings in their role in the organisation;
- c. Not acquire business information by inappropriate means;

- d. Not seek or accept directly or indirectly any monetary gifts, payments, fees, services or loans from any person or business entity that does or seeks to do business with, or in competition with NSAI;
- e. May not encourage or solicit entertainment from any individual or company with whom NSAI does business. From time to time Employees may accept unsolicited entertainment, but only under the following conditions:
 - i. The entertainment occurs infrequently
 - ii. It arises out of the ordinary course of business
 - iii. It involves reasonable, not lavish expenditure
 - iv. The entertainment takes place in settings that also are reasonable, appropriate and fitting to the Authority, their hosts and their business at hand.

8. The commencement of this agreement

The terms of this agreement will come into effect pending consultation and agreement with the NSAI Group of Unions, NSAI Board and Department approval.

9. Agreement

Both NSAI and the NSAI Group of Unions have agreed and approved this Code, subject to NSAI Board approval, effective 5th October 2004.

Signed on Behalf of NSAI
Date _____

Signed on Behalf of SIPTU
Date _____

Signed on Behalf of AMICUS/NSAI Professional Group
Date _____

Signed on Behalf of AMICUS/NSAI Technician Group
Date _____