



**The Board**  
**The Chairman**  
**Individual Board**  
**Members**  
**Board Committees**

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**Code of Conduct for**  
**Board Members**

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## **The Clontarf Hospital**

### **1. Introduction**

The “Code of Practice for the Governance of State Bodies” requires all State Bodies to put a Code of Business Conduct in place for both Board members and employees.

### **2. Intent and Scope**

This Code contains the basic rules and policies governing the business activities of Clontarf Hospital. It outlines the responsibilities of Board members to protect the reputation and assets of the Hospital. It also highlights the commitment of Board members to maintaining the high standards of business conduct and is intended to assist Board members in understanding their duties, rights and obligations. The Code is binding and requires that each Board member signs acceptance of the Code and is familiar with its obligations.

### **3. Objectives**

The main objectives of the Code are to:

- ✦ Establish a set of ethical principles for all Board members
- ✦ Promote and maintain confidence and trust in the Hospital
- ✦ Prevent the development, continuance or acceptance of unethical practices

### **4. Integrity**

The Board is committed to the concept of integrity in all its affairs and it requires all members to conduct themselves to the highest possible standard. It includes the following:

- ✦ Disclosure by Board members of any outside business or other interests that are in conflict or have the potential to be in conflict with the business of the Hospital
- ✦ Commitment to act in the best interest of the Hospital in an ethical and honest fashion and requiring the Board to ensure that all Board approved reports and financial statements are accurate in all respects
- ✦ Avoidance of use of the Hospital’s resources for personal gain, for the benefit of persons/organisations unconnected with the Hospital or its activities, or for the benefit of any other bodies

### **5. Declaration of Interest**

The members of the Board are required to file a declaration of interest with the Chief Executive on an annual basis. It is good practice to file a “nil” declaration if appropriate, but this is optional.

The Chief Executive is required to furnish a declaration of interest each year to the Chairman of the Board and designated office holders are required to furnish a declaration of interest to the Chief Executive.

All declarations have to be filed with the Standards in Public Office Commission.

## **6. Confidentiality**

Respecting and protecting the privacy of the Hospital's affairs and activities includes:

- ✦ Compliance with the relevant statutory provisions, e.g. data protection legislation and freedom of information legislation
- ✦ Non disclosure of any sensitive information held by the Hospital in confidence
- ✦ Ensuring the security and safe custody of all sensitive information held by the Hospital
- ✦ Safeguarding sensitive information held by Board members

**These obligations do not cease when persons cease to be members of the Board.**

## **7. Lawfulness**

Membership of the Board requires:

- ✦ Fulfilling all regulatory and statutory obligations imposed on the Board
- ✦ Complying with the levels of authority and accountability for sanctioning expenditure
- ✦ Complying with all controls in place to prevent fraud
- ✦ Ensuring, in so far as is possible, that any action or transaction which is at variance with legal or regulatory requirements is not entered into on behalf of the Hospital

## **8. Loyalty**

Loyalty means being faithful to the Hospital, its patients and staff and includes protecting the good name of the Hospital and being fully committed to, and supportive of all the activities of the Hospital

## **9. Fairness**

Fairness means commitment of the Board to ensuring

- ✦ Compliance with employment equality legislation

- \* Commitment to fairness in all business dealings
- \* Treating all patients equally

#### **10. Work/External Environment**

The Hospital is committed to promoting and preserving healthy and safe work practices and work environments.

#### **DECLARATION**

*I have read and understand the terms of the Code of Conduct for Board Members of Clontarf Hospital, a copy of which I will retain.*

*I undertake to uphold this Code of Conduct in all its aspects.*

*Signed:* \_\_\_\_\_

*Position:* \_\_\_\_\_

*Date:* \_\_\_\_\_