



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Document:	Code of Conduct for Staff
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CODE OF CONDUCT FOR STAFF

All Staff, regardless of role or grade within the organisation, have an important role to play in creating a healthy working environment and to ensure that proper standards of behaviour are maintained. It is a fundamental principle of Cork Education and Training Board (CETB) that each individual staff member has a responsibility to ensure that their behaviour is courteous and respectful to other staff members and members of the public, at all times.

In general the following points should be observed:

- In providing a professional service, staff should ensure that they arrive on time for work
- Staff should refrain from using inappropriate language or shouting in CETB premises
- Staff should be fully prepared for their work
- Staff should ensure that personal mobile phones / pagers should not disturb, disrupt or otherwise interfere with the business of CETB
- Personal telephone calls may not be made on centre telephones, except in cases of an emergency
- Access to the internet, as provided in CETB networks is governed by the Computer and Network Usage Policy
- Photocopying is for work purposes only
- Staff may not leave any centre with learners without informing and receiving the permission of the Principal / Head of Centre

CONFIDENTIALITY

All Staff are obliged to maintain confidentiality in certain aspects of their work. All personal and commercially sensitive information and knowledge acquired in the course of duties must be treated as confidential and must not be divulged to unauthorised persons or used for the purpose of gain or profit.

Staff members have a responsibility to:

- respect the privacy of all staff, including individuals on work placement/experience and internships etc;
- respect the confidentiality of all data and records;
- follow office procedures designed to protect privacy;
- act in a professional manner at all times;
- not discuss or disclose any information of a confidential nature except in the proper course of their employment. This restriction continues to apply after the termination of an employment contract, work placement or internship.

CONFLICT OF INTEREST

The conduct of all staff should be such that there should not exist any suspicion of a conflict of interest in the performance of their duties. Staff should ensure that any possible conflict of interest is identified and appropriate action is taken.

PERSONAL PROPERTY

Responsibility for personal property rests solely with the individual staff members. Staff should avail of any lockable desk drawers, cupboards or should not be left unattended at any time.

RECEIPT OF GIFTS / HOSPITALITY

CETB staff should not use their official position (directly or indirectly) to seek to receive, agree to accept or attempt to obtain any payment, discount, rebate, commission or other inducement in connection with their work for CETB. They should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Where a member of staff has any doubts about the propriety of accepting any gift, reward or benefit for themselves or a member of their family, or if there are special circumstances the staff member should consult with their senior line manager as soon as possible.

RELATIONS WITH THE PUBLIC

All Staff who deal with the public should do so sympathetically, efficiently, promptly and without bias for maladministration. Staff should offer the public the highest standard of conduct and service in accordance with the CETB Customer Charter.

MEDIA CONTACT

Good relations with the media, the general public and other organisations are of the utmost importance to CETB. Head Office will be responsible for all media contact through official releases. Such releases will be subject to advance approval by the Chief Executive Officer.

Should a member of staff be contacted by a member of the press or media representative, the enquiry should be referred to your line manager. It is not appropriate for an employee to make any comment that may be construed as reflecting the position or opinion of the CETB.



Signed: _____

Mr. T. Owens

Chief Executive Officer

Date: 25 June 2018