



CODE OF ETHICAL BUSINESS CONDUCT

November 2020

TÚSLA
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

CONTENTS

- 1. Vision, mission and values**
- 2. Scope**
- 3. Purpose**
- 4. Acting with integrity and respect**
- 5. How we treat all our stakeholders**
- 6. How we treat our suppliers, partners, subcontractors and funders**
- 7. How we treat our employees**
- 8. Healthy, safe and secure workplace**
- 9. High standards of financial management**
- 10. Respect for the environment**
- 11. This Code of Conduct applies to all of us**
- 12. Governance and review**

1. VISION, MISSION AND VALUES

1.1 Our Vision Statement

The vision of BRILLFRC is that all children, families and communities will actively participate and be included in a society that is free from prejudice, inequality, discrimination and exclusion, which will contribute to their greatest possible well-being.

1.2 Our Mission Statement

The principal objective of BRILL FRC is to combat disadvantage and to strengthen and empower children, families and communities to achieve the five National Outcomes.

BRILL FRC involves local communities in addressing the issues they face, and creates meaningful partnerships for social change between voluntary and statutory agencies.

1.3 Our values

The **BRiLL FRC** upholds the following values:

1. Family support programs are open to all families, recognizing that all families deserve support.
2. Family support programs complement existing services, build networks and linkages, and advocate for policies, services and systems that support families' abilities to raise healthy children.
3. Family support programs work in partnership with families and communities to meet expressed needs.
4. Family support programs focus on the promotion of wellness and use a prevention approach in their work.
5. Family support programs work to increase opportunities and to strengthen individuals, families and communities.

6. Family support programs operate from an ecological perspective that recognizes the interdependent nature of families' lives.
7. Family support programs value and encourage mutual assistance and peer support.
8. Family support programs affirm parenting to be a life-long learning process.
9. Family support programs value the voluntary nature of participation in their services.
10. Family support programs promote relationships based on equality and respect for diversity.
11. Family support programs advocate non-violence to ensure safety and security for all family members.
12. Family support programs continually seek to improve their practice by reflecting on what they do and how they do it.

(-The Guiding Principles of Family Support © 2002 Canadian Association of Family Resource Programs).

The primary focus is on early intervention aiming to promote and protect the health, well-being and rights of all children, young people and their families, paying particular attention to those who are vulnerable or at risk. (Pinkerton et al., 2004, p.22)

1.4 Respect for equality, community development principles and human rights

BRiLL FRC is committed to working within the Guiding Principles of community development, family support practice and human rights-based approaches, to ensure that respect, equality, inclusion and participation are promoted throughout our organisation. (Please See APPENDIX 1 for agreed definitions)

2. SCOPE

This Code of Business Conduct applies to all activities and to those who oversee, manage, coordinate and deliver activities (volunteer directors, volunteers and employees, including unpaid, scheme, hosted, part-time and temporary employees) of the BRiLL FRC. It is expected that all of those who conduct business for or on the behalf of the BRiLL FRC work from a position of dignity and personal accountability.

We are aware of our responsibilities to the organisation, to our colleagues, to the communities, and to our funders.

3. PURPOSE

Compliance with our Code helps to sustain and enhance the ethical behaviour and good reputation of the BRiLL FRC with our partners and community.

3.1 Right to report unethical behaviour

We operate a policy whereby any volunteer director, employee, volunteer or student who, in good faith, reports any act of apparent misconduct or unethical behaviour, will not be victimised or treated adversely as a result (see Protected Disclosures Policy).

3.2 We comply with the law

The BRiLL FRC, its volunteer directors, volunteers and employees are required, as a minimum standard, to comply with all the laws and regulations of Ireland, and of any other country that the organisation's employees or representatives may visit on business.

We respect the confidentiality of sensitive information held by the BRiLL FRC and comply with relevant statutory provisions, such as Data Protection Regulations (see Data Protection Policy).

4. ACTING WITH INTEGRITY AND RESPECT

4.1 Acting with integrity

The BRiLL FRC expects volunteer directors, volunteers, and employees to:

- Act with integrity at all times. This helps to safeguard the trust the organisation has built with individuals who use our services and the other organisations/agencies with which we interact and work;
- Refrain from engaging in personal activities or pursuing financial or business interests that might compromise their ability to meet the responsibilities of their job, or potentially give rise to, or give the appearance of, conflicts of interest;

- Refrain from offering, promising, giving, demanding or accepting bribes or other unethical advantage, in order to obtain, retain or give business or gain any other advantage;
- Refrain from using privileged information (including proprietary and confidential information), whether it belongs to the organisation or to others, to achieve personal gain for themselves or for others;
- Comply with all updated legislation (May 2018) in relation to Data Protection;
- Ensure proper and responsible use of all assets, including physical property, intangible assets, IT equipment and communication resources.

5. HOW WE TREAT ALL OUR STAKEHOLDERS

All clients/service users are treated with dignity and respect and in a professional manner. We are committed to treating all clients, contacts and visitors equally, regardless of gender, disability, race, sexual orientation, religion, marital status, family status, age, or membership of the Traveller community. Accordingly, any harassment or bullying is unacceptable.

6. HOW WE TREAT OUR SUPPLIERS, PARTNERS, SUBCONTRACTORS AND FUNDERS

The BRiLL FRC will ensure that:

- Suppliers are paid promptly, within agreed terms of business;
- It respects and treats, in accordance with agreed terms, the confidential information, technology, intellectual property, and any other assets or data received from clients, suppliers and others;
- Agents, subcontractors, suppliers and others working on its behalf will act lawfully and ethically, and in accordance with the values and standards set out in this Code.

7. HOW WE TREAT OUR EMPLOYEES

The BRiLL FRC will ensure that:

- Recruitment and selection procedures of all employees is based on their qualifications, skills, aptitude and attitude. In employment-related decisions, the organisation is committed to creating an environment that promotes equality and dignity at work;
- It is committed to treating all employees equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race, or membership of the Traveller community. Accordingly, any harassment or bullying is unacceptable;
- It respects the rights of each employee to join or not to join a trade union;
- There are good communications with employees and in promoting consultation, cooperation and teamwork in matters of mutual concern.

8. HEALTHY, SAFE AND SECURE WORKPLACE

The BRiLL FRC is committed to conducting all its activities in a manner, that achieves the highest practicable standards of health and safety and seeks to protect its employees, physical assets, information and reputation from potential security threats.

9. HIGH STANDARDS OF FINANCIAL MANAGEMENT

The BRiLL FRC records all business transactions accurately, prudently and transparently, in compliance with the accounting policies, as detailed in our *Annual Report & Accounts*, and in accordance with best practice.

The BRiLL FRC ensures that the annual report and financial statements accurately reflect its situation and are not misleading or designed to be misleading. Comprehensive assessment and management of risk, together with strong systems of internal control, serve to ensure that financial affairs are well managed and reported finances are accurate.

10. RESPECT FOR THE ENVIRONMENT

The BRiLL FRC is committed to ensuring that, as far as reasonably practicable, any detrimental effects of its activities and services upon the environment are minimised.

11. THIS CODE OF CONDUCT APPLIES TO ALL OF US

The BRiLL FRC will ensure that:

- This Code is reflected in other Policies which BRiLL FRC has in place and it applies throughout all our activities. Disregard or breach of this Code by an employee may result in disciplinary action;
- This Code is not intended to replace existing policies of the organisation. It serves as a governing document to which other policies must adhere;
- Encouragement is given to volunteer directors, employees, and volunteers to bring promptly to the Board of Directors' attention any suspected or actual breaches of this Code through raising concerns directly with the Manager of the Centre or the Chairperson of the Board of Management;
- Any employee making such information known through the appropriate channels will not face any adverse or unfavourable treatment for such disclosure. (See Protected Disclosures Policy).

12. REVIEW OF POLICY

The Voluntary Board of Management of BRiLL FRC has overall responsibility for this Code of Business Conduct and its review.

Signed: _____
Chairperson

Date: _____

Review History:

Developed April 2019

APPENDIX 1:

Agreed definitions