

<p><b>Crawford Art Gallery</b></p> <p><b>Policy and Procedures</b></p>	<p><b>Employees Code of Conduct</b></p> <p><b>Number: 004</b></p> <p>Page 1 of 2</p>	
--	--	--

**Purpose**

The purpose of these guidelines is to inform staff about CAGs policy on the main aspects of business conduct. The guidelines are intended to be of assistance to staff in carrying out their duties to the highest standards of professional conduct and integrity. They are not intended to be exhaustive in the sense that they do not attempt to deal specifically with all of the different kinds of situations which can arise. If staff members are in doubt at any time as to the appropriateness of a particular course of action, they should consult their reporting line manager.

**Scope of Policy**

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, home workers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

**Conflicts of Interest**

Members of staff are required to avoid situations in which their personal interests could conflict with the interests of CAG or its clients. Staff members are obliged to notify their reporting line manager in writing of any potential conflicts of interest, which may arise in relation to the conduct of their duties, as soon as they become aware that a potential conflict of interest may exist.

**Confidentiality**

During the term of your appointment you will be subject to the provisions of the Official Secrets Act 1963 and the Prevention of Corruption Acts 1889-1916 (as adopted by the Adoption Order No 37 of 1928).

The unauthorised release of confidential information directly or indirectly to third parties, including the media, is strictly prohibited. Such action represents a gross breach of trust, which could be highly damaging to the Gallery. The obligation on individuals to treat information confidentially prohibits the misuse, directly or indirectly, of confidential information or the disclosure of proprietary information.

Staff should take particular care to safeguard properly all CAG documents. On ceasing to hold office, staff are personally responsible for ensuring that all CAG property and documents, whether in paper or electronic form in his or her possession, are returned to the Gallery and that copies are not retained in any form.

**Outside Employment**

Staff of Crawford Art Gallery may not, without the prior written consent of the Director, engage in any business, employment or activity which would adversely affect your ability to carry out your duties as an employee of CAG in a satisfactory manner. All staff must notify your manager in writing about any potential conflicts of interest that may affect the performance of your duties as an employee of the

<b>Crawford Art Gallery</b>	<b>Employees Code of Conduct</b>	
<b>Policy and Procedures</b>	<b>Number: 004</b> Page 2 of 2	

Gallery and as soon as you are aware of it. It is your responsibility to ensure that conflicts of interest do not arise.

#### **Entertainment & Gifts**

Care should be taken to ensure that neither CAG nor its staff are compromised in accepting entertainment from parties with which CAG is involved or likely to be involved.

Gifts or offers of paid travel and or expenses by third parties should not be accepted from clients or from parties seeking or likely to seek business from CAG. However, where refusal to accept it might be regarded as discourteous, it may be suggested that a donation be made to the Gallery instead. A decision made and agreed by CAG HR Manager, SIPTU Official and Union Representatives – to donate all corporate gifts received to a designated charitable organisation (two staff members to sign off on where donations are to be sent). Let the donating company know what charity their gifts have been sent to.

#### **Public Appearances, Interview & Publishing Articles**

Publishing any material or giving media interviews in any way relating to the interests of the Gallery is not permitted without the express prior approval of the Director.

Other media activity (i.e.) all interviews, reports for newspapers, social media etc. should be done in the best interest of the Gallery and copies of all material should be given to Line Managers and/or Director in advance if required.

#### **General**

It is not possible for a set of rules or guidelines to provide for all situations, which may arise. Staff will bear in mind therefore, that it is primarily their responsibility to ensure that all of their activities, whether covered specifically or otherwise in this document, are governed by the ethical considerations implicit in them.

In addition to the above policy staff should also review the following policies:

- Data Protection
- Information Technology
- Social Media

#### **Approval / Revision History**

Document Name: Code of Conduct Employees  
Document Number: 004  
Author: Norma Cuddihy  
Reviewed By: Finance & Legal SCM 18.03.2020  
Approved by: Board 25.03.2020  
Next Review Date: March 2021

Date	Revision Description	Rev Change
March 2019	No changes needed	
March 2020	Added in advance if required to last sentence under the paragraph – Public Appearances, Interview ...	001