

POL102- CODE OF ETHICS AND BUSINESS CONDUCT POLICY FOR BOARD MEMBERS

1.0 PURPOSE

This Code of Ethics and Business Conduct is intended to:

- Establish an agreed set of ethical principles by which Irish Lights does its business;
- Promote and maintain confidence and trust by outlining for stakeholders and the public the standards of business they can expect in their dealings with Irish Lights;
- Prevent development or acceptance of unethical practices.

It should not be regarded as being limited by any defects or omissions that may exist from time to time in any Irish Lights guidelines, policies or procedures.

2.0 SCOPE

This Code of Ethics and Business Conduct is applicable to all Board Members of Irish Lights.

3.0 DEFINITIONS

4.0 RESPONSIBILITIES

Responsibilities are outlined in section 5 below.

5.0 POLICY

5.1 GENERAL PRINCIPLES

Irish Lights is committed to conducting its activity in accordance with its statutory remit and agreed strategy and annual plans, observing the following fundamental principles:

- Integrity
- Fairness and Provision of Information
- Confidentiality
- Duty of Care

5.2 INTEGRITY

Board members will discharge their duties and responsibilities with the highest standards of integrity and will:

- Be guided by the legislation under which Irish Lights operates.

- Exercise due care, skill, prudence and diligence and act in the utmost of good faith in the discharge of their functions.
- Comply with the Ethics in Public Office Acts 1995-2001, the requirements of which are contained in the Disclosures Policy of Irish Lights, which all Boards members must adhere to.
- Act with collective responsibility. Individual Board members will not make representations, issue statements or take any other action on behalf of the Board without the express authority of the Board.
- Ensure that there is a Code of Conduct in place for employees and that there is a policy and procedures in place to manage the outside employment / activities of management and/or staff that may conflict with or has the potential to conflict with the interests of Irish Lights.
- Ensure that the organisation adheres to public procurement guidelines.
- Ensure that adequate controls are in place to prevent fraud and that the organisation has a Whistle Blowing/Speaking-Up Policy.
- Adhere to the Gifts, Hospitality and Sponsorship Policy of Irish Lights.
- Adhere to the Travel and Expense Policy for Board Members.
- Not acquire information or business secrets by improper means.
- Not use any information obtained by virtue of their position for personal gain.
- Avoid the use of Irish Lights resources or time for personal gain or the benefit of persons/organisations unconnected with the organisation or its activities.

5.3 FAIRNESS & PROVISION OF INFORMATION

Board Members will ensure:

- Compliance with employment equality and equal status legislation.
- Irish Lights acts fairly in all its business dealings.
- Irish Lights facilitates and values the input of stakeholders.
- The provision of access to general information relating to Irish Lights activities in a way that is open and enhances accountability to the public.

5.4 CONFIDENTIALITY

Board Members will:

- Ensure that they maintain the confidentiality of all information obtained by virtue of their position.
- Respect the confidentiality of sensitive information held by Irish Lights. This would constitute material such as:

- commercially sensitive information
 - Personal information
 - Information received in confidence by Irish Lights.
- Observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.
- Comply with relevant statutory provisions relating to access to information (e.g. GDPR, Freedom of Information Act and the Standards in Public Office Act).

5.5 DUTY OF CARE

Board Members will:

- Place highest priority on promoting and preserving the health and safety of employees.
- Ensure that community/public concerns are fully considered.
- Minimise any detrimental impact on the environment.

5.6 RETIREMENT/RESIGNATION

Board Members upon retirement/resignation have a responsibility to ensure that the principles of this Policy are not compromised and will be required by Irish Lights on cessation of their position to sign a declaration agreeing to do this. A sample declaration is attached in Appendix one. Former Board Members should treat all information received while acting in that capacity as confidential unless such information is in the public domain.

Board Members should not retain confidential documentation obtained during their terms as a Board Member and should return such documentation including but not limited to all Board Papers to the Chief Executive Officer or otherwise indicate to the Chief Executive Officer that all such documentation in their possession has been disposed of in an appropriate manner. In the event that a former Board Member requires access to Irish Lights papers from the time of their term on the Board of Irish Lights, this can be facilitated by the Chief Executive Officer.

Irish lights recommends that the acceptance of future employment or membership where the potential for conflict of interest arises, should be avoided during a reasonable period of time after the exercise of a function in Irish Lights has ceased. A period of 12 months is regarded as a reasonable period of time.

6.0 INTERNAL MONITORING AND REPORTING REQUIREMENTS

- Annual Disclosures
- Travel and expenses reviewed by Audit and Risk Committee annually.
- Annual Report and Accounts

7.0 APPENDICES – N/A

8.0 ADVICE – N/A

9.0 ACCESS RESTRICTIONS

No access restrictions apply.

10.0 REFERENCES/CONNECTED DOCUMENTS

- Policy and Procedure for Disclosure of Interests by the Board of Irish Lights
- Code of Conduct (for Employees)
- Fraud Policy
- Speaking Up Policy
- Data Protection Policy
- Health & Safety Policies
- Gifts, Hospitality and Sponsorship Policy
- Board Travel and Subsistence Policy
- Irish Lights Board Members Privacy Policy

Please note this policy is also retained in Decision Time

11.0 REVIEW PERIOD

This policy will be reviewed every 3 years or as necessary.

Issue/Revision Date	Version No.	Pages	Doc No
31.01.25	03	6	POL-102

13.0 VERSION HISTORY

Revision	Description of Change	Date
00	First Issue	
01	New Document Format	18.02.20
02	Updated with signatures for D/CSD and Chairman	26.04.23
03	Reviewed and updated to comply with Code of Practice for the Governance of State Bodies	31.01.25

Appendix 1: Retirement/Resignation Letter

In accordance with the Code of Ethics and business conduct for Board Members, I agree that following my resignation or retirement as a Commissioner of Irish Lights to uphold the principles of the Code of Ethics and Business Conduct Policy for Board Members and to ensure that the ethical practices are followed. As a former Commissioner and Board member of Irish Lights, I confirm that all confidential information obtained by me while acting in my capacity as a board member of Irish Lights will continue to be treated as confidential.

I confirm that I have returned to the Chief Executive Officer of Irish Lights or securely disposed of Irish Lights confidential documentation in an appropriate manner.

Yours sincerely

Name

Date