

# Employee Code of Conduct Policy



**Policy owner** HR/SIRC/Legal      **Approval date and body** UMT, 22 May 2023

## 1. Purpose

The purpose of this Employee Code of Conduct Policy is to collate the UCD policies and procedures governing employee conduct to ensure that all employees are familiar with and can adhere to UCD policies and procedures that are relevant to required standards of conduct. UCD has developed this Code of Conduct policy for employees pursuant to the requirements of the Code of Governance for Irish Universities 2019 the Ethics in Public Office Act, 1995, the Standards in Public Office Act 2001 as well as the Universities Act 1997.

Separately, student conduct is covered under the Student Code of Conduct; Academic Regulations and Integrity; Examination Regulations and Student Plagiarism Policy.

This Code references significant relevant University policies, but it should be noted that this list is not exhaustive. The most recent versions of all policies and procedures can be accessed from the UCD Governance Document Library

## 2. Definitions

**Employees** means individuals who are in paid employment of the University, whether full-time or part-time and irrespective of whether the University is their primary employer.

**Conduct** is the requirement for UCD employees to conduct themselves ethically, honestly and with integrity in all dealings consistent with University policies.

## 3. Principles

This code is underpinned by the following principles:

- The University embraces the fundamental principles of academic freedom in line with the Universities Act, 1997 under Section 14, and the UCD Statement on Academic Freedom.

- The Universities Act 1997 provides under Section 14 (2): A member of the academic staff of a university shall have the freedom, within the law, in his or her teaching, research and any other activities either in or outside the university, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions and shall not be disadvantaged, or subject to less favourable treatment by the university, for the exercise of that freedom.
- UCD recognises and protects the concept and practice of academic freedom as essential to the proper conduct of teaching, research, and scholarship within the University. While academic freedom is a right, it carries with it the duty of academics to use the freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge and truth.
- The University shall conduct its business in compliance with national, European and all applicable international legislation, agreements, treaties, and protocols.
- UCD Employees shall conduct themselves to the highest ethical standards in keeping with the University's commitment to the principles of natural justice, due process and to the protection of civil and human rights.
- The University promotes an environment which maintains the highest standards in relation to the conduct of all employees.
- This policy will be reviewed every three years.

#### **4. Scope**

The scope for each individual policy referenced below, is defined within each policy.

#### **5. Roles and Responsibilities**

UCD commits to ensuring that readily accessible policies and procedures are in place to support and reinforce the responsible conduct of all UCD employees.

As with all policies and procedures, this document assigns responsibilities to a range of roles within the University, including senior management of the University.

#### **Governing Authority**

The Governing Authority has a key role in setting the ethical tone of the university, not only by its own actions but also in setting an example for senior management and staff. High ethical standards are in the long-term interests of the University and a key means to help maintain a high level of credibility and trustworthiness. The Governing Authority leads by example and is to ensure that good standards of governance and ethical behaviours permeate all levels of the organisation.

## **UMT**

The University Management Team is the senior leadership team of the University, led by the President. The members have overall formal responsibility for the operation of this policy. They have the responsibility to visibly lead and champion the required standards of conduct.

## **Employees**

UCD employees should be familiar with and adhere to the UCD policies and procedures that govern conduct. These policies are referenced throughout this document and the most recent versions can be accessed from the UCD Governance Document Library.

## **6. Underlying Policies**

Though other policies may apply as appropriate, the Code of Conduct policy is underpinned by the following UCD policies:

### **5.1 Anti- Fraud and Corruption Policy**

- This policy aims to promote and support the University's culture of honesty, integrity and professionalism by outlining the key principles regarding fraud and corruption prevention and detection. All UCD employees should comply with UCD's procurement and purchasing policies and procedures.

### **5.2 Code of Responsible Conduct in Research**

- The purpose of this code is to collate UCD policies and procedures that govern the research process and which collectively support an environment of responsible conduct of research.

### **5.3 Conflict of Interest Policy**

- It is the policy of UCD that all employees have the obligation to manage or avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interest do not conflict with their obligations to the University or its welfare.

#### 5.4 Consultancy and External Work Policy

- In the interests of transparency and accountability, it is important that the University should be aware of the commercial and professional interests of its academic staff and that formal approval has been given for external consulting, directorships and other external work.

#### 5.5 Data Protection Policy

- The University is committed to respect and protect the rights and privacy of all employees in accordance with national privacy legislation and the GDPR. It is the responsibility of all UCD employees who process personal data on UCD's behalf to follow the provisions of the Data Protection Policy and to undertake the mandatory 'Data Privacy & Security Training'.

#### 5.6 Dignity and Respect Policy and Procedure

- UCD is committed to the promotion of an environment for work which upholds the dignity and respect of all UCD employees and which supports the right to work in an environment which is free of any form of bullying, harassment, or sexual misconduct (including sexual harassment and sexual violence).

#### 5.7 Equality, Diversity, and Inclusion Policy

- As part of our continued commitment to equality, diversity and inclusion, the University strives to create an environment in which all UCD employees should expect to be able to thrive, be respected and have a real opportunity to participate in and contribute to University activities so that they can achieve their fullest potential.

#### 5.8 Hospitality and Entertainment Policy

- The purpose of the Hospitality and Entertainment Policy is to ensure that the University has a clear policy on expenditure and that all employees are informed of the protocols and guidelines which should be followed.

## 5.9 Information Technology Services Acceptable Use Policy

- The University provides information technology services to employees. All users of the services must adhere to the IT Services Acceptable Use Policy.

## 5.10 Intellectual Property Policy

- University College Dublin fosters excellence in research and innovation for the benefit of society and the Irish economy. This Policy supports excellence in innovation by encouraging the UCD Community to develop world-class Intellectual Property (IP) and commercialise it by licensing it to companies, institutions, etc to develop new innovative products and services.

## 5.11 Policy on Health and Safety Management

- UCD is committed to providing a safe place of work for all its employees and to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.
- All University employees have duties and responsibilities under Health and Safety Legislation, as detailed in the [UCD Parent Safety Statement](#) and are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers. Safety rules and guidelines are laid down by the University, and all employees irrespective of their role are expected to cooperate with the University in these matters. This cooperation is essential to ensure the safety of all within the University.

## 7. Related documents

UCD policies referred to:

- [Anti-Fraud and Corruption Policy](#)
- Code of Responsible Conduct in Research
- [Conflict of Interest Policy](#)
- [Consultation and External Work Policy](#)
- [Data Protection Policy](#)
- Dignity and Respect
  - [Bullying and Harassment Policy](#)
  - [Sexual Misconduct Policy](#)
  - [Formal Complaints Procedure](#)
- [Equality Diversity and Inclusion Policy](#)

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All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

- [Hospitality and Entertainment Policy](#)
- [Information Technology Services Acceptable Use Policy](#)
- [Intellectual Property Policy](#)
- Policy on Health and Safety Management

## 8. Version history

Version	Date	Description	Author
1.0	22 May 2023	New policy created	UCD HR, SIRC, Legal