

*NATIONAL MUSEUM OF IRELAND
CODE OF CONDUCT
for Employees*

MISSION OF NATIONAL MUSEUM OF IRELAND

NMI purpose is to:

- 1. Collect, preserve, promote and exhibit Ireland's portable material heritage and natural history**
- 2. Interpret and promote the collections and make them accessible to audiences at home and abroad**
- 3. Be an authoritative voice on relevant aspects of Irish heritage, culture and natural history**
- 4. Maintain the lead role in education, research and scholarship pertaining to the collections**

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Introduction

The Civil Service Code of Standards and Behaviour (Department of Finance Circular 26/2004) was introduced in accordance with section 10(3) of the Standards in Public Office Act 2001 "(3) *The Minister shall from time to time draw up codes of conduct for the guidance of persons who hold or occupy directorships or positions of employment in public bodies but before doing so shall consult with the Commission and such persons representative of those persons as he or she considers appropriate.*" Following autonomy on 3 May 2005, NMI has introduced its own Code of Conduct based on the Department of Finance circular 26/2004. The development of this Code recognises explicitly that, within the major modernisation programme that is currently underway in the Irish Civil and Public Service, there is a need to restate and promote core public service values so as to marry the best of the old with the new. New systems for providing quality customer service, devolving responsibility to departments/offices and managers, risk management, health and safety legislation, managing performance and using information technology are all posing challenges to existing policies and practices.

Changes to the regulatory environment and new Human Resource Management Systems will also have a major impact on the way NMI operates. To get the best from the new ways of doing business, they have to be grounded in a public service ethos which sets out clearly the standards expected and ways in which people will achieve them.

To underpin the change process, an integrated approach to the values, standards and behaviour of NMI employees is now being adopted through this NMI Code. The Code sets out a clear framework within which NMI employees must work. It sets out in a single document the principles which should govern the behaviour of NMI employees and the values which NMI espouses.

It builds on the principles set out in "The Ombudsman's Guide to Standards of Best Practice for Public Servants" as found at: [ombudsman.gov.ie/en/publications/guidelines/public servants](http://ombudsman.gov.ie/en/publications/guidelines/public%20servants). It is not intended to be an exhaustive list of guidelines for possible eventualities. NMI may provide additional guidance as appropriate for its own staff relevant to its own particular circumstances.

PART ONE

NMI Code of Conduct

An Overview

1. The Code in Context

NMI employees can be justly proud of the high standards of conduct which have characterised their service to the public over many years and enabled them to carry out the mission of NMI. NMI's Code of Conduct is an important element of the overall framework within which all NMI employees are expected to work. It sets out the standards required of NMI employees in the discharge of their duties. These standards of behaviour and values will support a high quality public service, based on high levels of personal performance and responsibility.

2. The Requirements of the Code

In the performance of their duties NMI employees must

a) Maintain high standards in service delivery by:

- conscientiously, honestly and impartially serving the Government of the day, the other institutions of State, the Board of NMI and the public;**
- always acting within the law;**
- performing their duties with efficiency, diligence and courtesy and**
- protecting and securing NMI property and collections**

b) Observe appropriate behaviour at work by:

- dealing with the public sympathetically, fairly and promptly; and**
- treating their colleagues with respect.**

c) Maintain the highest standards of probity by:

- conducting themselves with honesty, impartiality and integrity;**
- never seeking to use improper influence, in particular, never seeking to use political influence to affect decisions concerning their official positions;**

- **abiding by guidelines in respect of offers of gifts or hospitality; and**
- **avoiding conflicts of interest.**

3. Application of the Code

3.1 The provisions of the Code apply to all NMI staff. The requirements in relation to official secrecy will apply to former staff, while requirements in relation to post-retirement/resignation employment will not apply to NMI employees who retired prior to promulgation of this Code.

3.2 This Code forms part of the terms of employment of all NMI employees who are expected to apply it at all times. A copy of this code will be circulated to all existing staff and thereafter to new entrants who will be required to sign a declaration confirming that they have received and read it. Staff will be given an opportunity to obtain clarification on any aspect of the code before signing the declaration. Staff induction courses will include instruction on the provisions of the Code. Breaches of the Code will constitute a breach of the terms of employment of an NMI employee and may result in disciplinary action.

PART TWO

Standards Required of NMI Employees

The detailed standards required of NMI employees in the performance of their official duties are set out in this part of the Code. The Code also details specific requirements placed on certain NMI employees following their retirement or resignation.

Standards Underpinning Service Delivery

The standards which underpin the general ethos of NMI are set out below:

4. Impartiality

NMI employees in the performance of their official duties:

- (a) must conscientiously serve the duly elected Government of the day, the other institutions of State and the public;
- (b) must advise and implement policy impartially and, in particular, be conscious of the need to maintain the independence necessary to give any future Minister or Government confidence in their integrity; and
- (c) should not display partiality whether as a result of personal or family ties or otherwise.

5. NMI Employees and Politics

5.1 NMI employees are not permitted to seek a nomination or to stand for election to either House of the Oireachtas or to the European Parliament. This restriction applies to all categories of staff. NMI employees above clerical officer level or equivalent cannot stand for local election.

5.2 NMI employees may not engage in public debate (e.g. letter writing to newspapers, contributions to television or radio programmes etc.) on politics, except if required to do so as part of their official duties. This is not intended to change existing practice. NMI employees may engage in public debate on politics only with the prior permission of the Director.

6. Respect for the law

6.1 The work of NMI is carried out within a framework of law. It is the duty of NMI employees to respect these legal constraints, in particular:

- never to act in a manner which they know, or suspect, is illegal, improper, or unethical or for which they have no legal authority; and
- to exercise any discretion conferred by law in a bona fide manner in accordance with the intentions of the statute.

6.2 NMI employees who have doubts about the legality of a particular action which they are required to take in the course of their official duties should refer the matter to their superiors whose responsibility it is to issue a direction on the matter, following legal advice where necessary.

7. Disclosure of information

7.1 All NMI employees should ensure that they deal with queries from members of the public in an open and helpful way. Under the Freedom of Information Acts 1997 and 2003 (FOI Acts), members of the public enjoy a legal right of access to information held by NMI, subject to certain exemptions defined in the FOI Acts. Arising from the FOI Acts, certain officers are given explicit responsibility for the provision of information to members of the public on foot of requests under the FOI Acts. NMI employees should take particular care to inform themselves about the FOI procedures applying to NMI.

7.2 Particular care should be taken to safeguard information concerning the private affairs of members of the public or concerning the commercial affairs of companies or organisations which has been submitted in connection with official business on condition, or on the reasonable assumption, that it would remain confidential. The FOI Acts recognise the importance of protecting such information in the normal course from third party access. Where exceptionally sensitive information of a personal, commercially sensitive or confidential nature is under consideration for release in the public interest, the FOI Acts impose a number of safeguards to ensure the rights of the person(s) concerned are fully respected.

7.3 Staff members of NMI are not permitted to make any written or verbal communication with representatives of the media nor address any group on matters pertaining to their work or the operations of NMI without first obtaining the approval of the Director. In the case of presentations and lectures, the approval of the relevant line manager should be sought.

Staff members, who wish to communicate with the media outside of their working environment, should make it clear to the media representative that his/her statements are made in a personal capacity and that they are not representing NMI.

7.4 It remains a requirement under the Official Secrets Act 1963 that all NMI employees, including those who are retired or on a career break, avoid improper disclosure of information gained in the course of their official work. For example, disclosure of information would be likely to be improper where a person has not been given responsibility to provide information to the public under the FOI Acts, or is not otherwise authorised to do so.

8. Dealings with the public

8.1 NMI employees should:

- **ensure that members of the public have their affairs dealt with sympathetically, efficiently and promptly;**
- **always give their names to any member of the public with whom they are dealing, except where given a special exemption, for example, on security grounds; and**
- **ensure that members of the public are dealt with in a respectful manner.**

8.2 NMI employees should:

- **ensure that their standard of dress is appropriate to their work environment and is in accordance with any dress code adopted by NMI as appropriate to each division.**
- **ensure that s/he presents a professional image of NMI in all work related environments**

9. Criminal Convictions

An NMI employee who is convicted of a criminal offence or given the benefit of the Probation Act when charged with a criminal offence (whether the Probation Act is (i) applied where summary proceedings for an offence are brought, the case is proven and the Court decides not to proceed to conviction or (ii) applied on conviction on indictment of an offence which is punishable by imprisonment and the Court places the convicted person on probation rather than imprison him or her must report that fact to the Human Resources Manager. In certain circumstances, this may have implications for his or her official position. NMI will exercise discretion in dealing with cases in the light of all the merits of each case. In accordance with the Data Protection Acts 1988 and 2003, such information will be treated in strict confidence by NMI and no record of it will be kept unless the information is relevant to the official duties being carried out by the officer.

Behaviour at Work

10. Attendance and performance

NMI employees are required:

- to attend at work as required and not to absent themselves from duty without proper authorisation;**
- to refrain from the use of alcohol or non prescribed drugs during working hours (security personnel must refrain from the use of above for at least 8 hours in advance of commencement of duty)**
- to comply with the terms of the sick leave regulations;**
- at all times, to act in a manner consistent with the proper performance of the functions of their NMI position and with the maintenance of public confidence in such performance, including refraining from conduct which might impair performance; NMI's Staff Care Service is available to help staff manage personal difficulties, which if left, might adversely affect their work performance and/or attendance and their quality of life.**
- to ensure non-discriminatory language is used in all communications, both internal and external, including display material and documents in electronic form; and**
- not to engage in any outside business or occupation during their normal hours of duty (see paragraphs 14 and 18 below concerning business activities outside of normal working hours).**

11. Regard for State Resources

11.1 NMI employees should endeavour to ensure the proper, effective, and efficient use of public money.

11.2 NMI employees are required to:

- take proper and reasonable care of public funds and property and not to use them, or permit their use, for unauthorised purposes.**

- incur no liability on the part of their employer without proper authorisation;
- ensure that expenses, such as travel and subsistence payments, are not unnecessarily incurred either by themselves or by staff reporting to them.

NMI has developed its own formal guidelines on Travel and Subsistence (T&S) for staff. These guidelines are based on the relevant Department of Finance T&S Circulars and set out the detailed guidelines and procedures governing T&S entitlements and claims.

All staff should familiarise themselves with the T&S guidelines and procedures available on Public Folders/Administration/Finance.

11.3 NMI has an ICT policy which applies to all users. The policy covers all aspects of electronic information and communication utilising NMI's electronic information and communication systems. It includes the following:

- World Wide Web.
- E-mail and Electronic Communication.
- Internet Accessible Servers.
- Software and electronic resources.
- Technology and computing resources including laptops, scanners, digital cameras etc.
- Telephones, faxes and similar equipment

All staff members using any of NMI's ICT services, including those with their own equipment connected to NMI's network are required to abide by the terms of the policy. This includes remote access. The ICT policy is issued to staff at induction and is also available on Public Folders/Administration/IT.

12. Relations with colleagues

NMI employees should show due respect for their colleagues at work, including their values and beliefs. NMI employees should ensure that their behaviour towards other colleagues is appropriate in the workplace. NMI employees have a legal duty not to discriminate against colleagues on the basis of their gender, race, sexual orientation, membership of the traveller community, disability, age, marital status, family status and religious belief. NMI employees should observe and support NMI policy on Anti-Harassment, Sexual Harassment and Bullying outlined in the document a "POSITIVE WORKING ENVIRONMENT" that can be viewed on Public Folders/Administration/Human Resources/Anti-Bullying Information.

13. Improper influence

NMI employees are not allowed to:

- use their official positions to benefit themselves or others with whom they have personal, family, business or other ties;

- **seek to influence decisions on matters pertaining to their official positions except through the established procedures or in such other manner as the Director may approve. In particular, NMI employees must not use political influence to affect decisions concerning their official positions. The normal industrial relations issues apart, NMI employees are not allowed to solicit, directly or indirectly, for personal concessions in their favour. Any breach of these rules may render an NMI employee liable to disciplinary action.**

14. Conflicts of interest

14.1 NMI employees may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of NMI, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties as NMI employees. For this reason, NMI employees intending to be engaged in or connected with any outside business or employment should inform the Human Resources Manager of such an intention. Any case in which the propriety of undertaking a particular business or occupation could reasonably be open to question must be referred, by the employee concerned, to the Human Resources Manager.

14.2 NMI employees must never seek to use knowledge acquired in the performance, or as a result of, their official duties to benefit themselves, or others with whom they have personal, family or other ties. An NMI employee who, in the course of his or her official duties, comes into contact with any matter affecting any commercial undertaking, in which he or she has an interest, must immediately disclose the nature and extent of that interest to the Human Resources Manager

14.3 Subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act, 1997 and 2003, staff members are prohibited from disclosing to third parties any confidential information that is connected with the performance of their duties relating to NMI, including information that may have commercial potential, either during or subsequent to the period of their employment, without the written consent of the Director.

14.4 A NMI employee who experiences financial difficulties which may compromise, or be reasonably seen by others to compromise, him or her in the performance of his or her duties (e.g., through bankruptcy, or insolvency, or by incurring a significant liability to any person, financial institution or other body with whom he or she has official dealings) must report that fact to the Human Resources Manager. Any such information shall be dealt with in the strictest confidence by NMI and the employee concerned will be offered such assistance as is available (for example through the Staff Care Service to resolve his or her difficulties).

14.5 A NMI employee is not permitted to make representations on behalf of an outside association or organisation, either as an individual or as a member of a

delegation, in relation to matters for which NMI has responsibility except with the specific prior consent of the Director.

15. Disclosure of Conflicts of Interest

15.1 NMI employees who occupy positions, which are "designated positions" (see Appendix 1) for purposes of the Ethics in Public Office Acts 1995 and 2001 (the Ethics Acts) have certain statutory obligations in relation to disclosure of interests. Those obligations are additional to any which apply generally to NMI employees under the provisions of this Code. It should be noted that all NMI employees are required to observe the provisions of this Code, such as the provisions in relation to the acceptance of gifts, which are more stringent than corresponding statutory provisions.

15.2 The positions in NMI which have been designated for the purposes of the Ethics Acts are contained in the Ethics in Public Office (Designated Positions in Public Bodies) Regulations 1996 (S.I. No. 57 of 1996). In summary, NMI employees at Principal Officer level and upward are affected by the provisions of the Acts. The Acts also apply to a range of less senior positions (e.g. posts dealing with contracts/procurement or in commercially sensitive areas). The Human Resource Unit will notify an employee on taking up duty in a designated position of the obligations attaching to that position. This will include details relating to procurement. In this regard, all appropriate staff members must comply with NMI's Procurement Policy and Procedures, which is available on Public Folders/Administration/Procurement.

15.3 NMI employees can access a copy of the "Guidelines for Public Servants concerning the steps to be taken by them to assist compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001" published by the Standards in Public Office Commission on Public Folders/Administration/Ethics in Public Office.

16. Gifts

16.1 NMI employees should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity. The overriding concern is that the actions of NMI employees be above suspicion and not give rise to any actual or potential conflict of interest, and that their dealings with commercial and other interests should bear the closest possible scrutiny.

16.2 The receipt of gifts, as distinct from hospitality, by NMI employees from those with whom they have official dealings must be governed by the highest standards. The following general guidelines provide a framework within which decisions in this area can be made or local rules formulated. NMI employees must abide by these instructions or the local rules derived from them. For the purposes of these provisions, the term "gift" includes any benefit (other than a

benefit dealt with under paragraph 17 of the code) that is given to an NMI employee free of charge or at less than its commercial price.

- Subject to any rules, which the Director may determine, an employee may accept and retain gifts of modest value (e.g. diaries, pens, etc.). Any gift of more significant value should be refused or, if such refusal would cause offence, should be handed over by the NMI employee concerned to the Human Resources Manager.
- A gift, other than a gift of modest value, given to an NMI employee by virtue of his or her official relationship with the donor or NMI's commercial dealings with the donor must be regarded as property of NMI.
- Particular care should be taken in relation to gifts from donors who stand to derive a personal or commercial benefit from their relationship with the NMI.
- Cash, gift cheques or any vouchers that may be exchanged for cash may not be accepted regardless of the amount.
- NMI employees may not solicit gifts, directly or indirectly.
- NMI employees may not approach any business with which they have contact through their official duties seeking sponsorship or support for any club, charitable organisation, association, trade union or other organisation. The Director will apply discretion in the application of this rule to instances of very small patronage.
- NMI employees should not accept special facilities or discounts on private purchases from suppliers with whom they have official dealings.

16.3 It should be noted that, under the Prevention of Corruption Acts 1889 to 2001 as amended by the Ethics in Public Office Act 1995, the improper giving of gifts to, or receipt of gifts by, NMI employees is a criminal offence punishable by imprisonment or fine or both. The Acts provide that money, gifts or other consideration received by an NMI employee from a person holding or seeking to obtain a contract from NMI is deemed to have been received corruptly unless the contrary is proved.

17. Hospitality

17.1 It is impossible to lay down definite rules covering the acceptance of hospitality in all circumstances. The overriding concern is that all actions of NMI employees in carrying out their official duties be above suspicion and not give rise to any actual or potential conflict of interest, and that their dealings with commercial and other interests should bear the closest possible scrutiny. It is accepted that NMI employees should not be put in a position where they cannot accept what are regarded as normal courtesies in business relationships. However, in their contacts with outside organisations or persons, every care must be taken by NMI employees to ensure that their acceptance of hospitality does not influence them, and could not reasonably be seen to influence them, in discharging their official functions.

17.2 The following general guidelines provide a framework within which decisions in this area can be made or local rules formulated. NMI may apply these rules on hospitality or make local rules derived from them.

- **All offers of hospitality from commercial interests that have or might have contractual relations with NMI to an employee must be reported by that employee to the Human Resources Manager for direction.**
- **No objection would normally be made to the acceptance of what is regarded as routine hospitality, for example, a business lunch. What may be regarded as "routine" for this purpose will depend on a number of factors such as the value of the hospitality offered, the frequency of offers, whether there is an element of reciprocity and the general circumstances in which it is offered (for example, whether it is offered by a company to all its customers or is directed at specific or potential customers). Certain types of hospitality (for example involving travelling abroad or holiday weekends) should not be regarded as routine and should always be referred to the Human Resources Manager for direction.**
- **NMI employees should not accept offers of hospitality which go beyond the routine practices referred to above, except where acceptance of such an offer can be clearly shown to be in the interest of NMI and has been approved by the Director.**

18. Payment for work on behalf of outside bodies

18.1 On occasion, NMI employees are asked to carry out tasks for which they receive payment or other benefit in kind on behalf of bodies other than NMI, as a consequence of their official positions. While, in many instances, this practice does not give rise to problems, there are certain circumstances where difficulties may arise, such as where the task performed forms part of the official duties of an NMI employee or is performed during normal working hours.

18.2 The following guidelines are to be followed in relation to the acceptance of payment or other benefit in kind for work carried out on behalf of other organisations by NMI employees:

- **Where because of his or her official position, an NMI employee is invited to carry out work on behalf of an outside body, he or she shall notify the Human Resources Manager in advance and may not seek or retain payment (other than appropriate travel and subsistence expenses) or other benefit in kind where the proposed activity is part of the NMI employee's duties. Any benefit in kind should be returned to the body in question.**

- **An NMI employee may accept a modest payment or benefit in kind if the task, while work related, is not an integral part of his or her official duties and is carried on outside of normal working hours.**
- **The question of whether or not a task is an integral part of an NMI employee's official duties may normally be determined by reference to the relevant work programmes. In case of doubt the NMI employee should request his or her Line Manager to determine if the task is an integral part of official duties.**
- **In cases where no payment or other compensation arises a small token gift may be accepted by an NMI employee by way of recognition.**
- **Where an NMI employee has any doubts concerning the propriety of accepting any payment or compensation from bodies outside of NMI; the matter should be referred to the Human Resources Manager for determination in accordance with the guidelines outlined above.**

19. Contracts with, purchases from or sales to NMI

19.1 An NMI employee should not seek contracts with NMI/Government Departments for the supply of goods or services (other than for employment) either for his or her own benefit, or for any partnership or company with which he or she has an involvement in his or her private capacity or on behalf of other persons or organisations.

19.2 NMI will not knowingly undertake to contract for the supply of goods or services (other than for employment) with an NMI employee or with any partnership or company with which an NMI employee has an involvement in his or her private capacity.

19.3 No purchase should be made from, and no sale made to, an NMI employee, any partnership or company with which an NMI employee has an involvement in his or her private capacity in respect of goods or services.

19.4 An NMI employee who enters into any undertaking, or who holds any outside interest or participates in any outside business affecting, or likely to affect, an NMI contract or the purchase or sale of NMI property must immediately disclose the nature and extent of his or her interest to the Human Resources Manager. An NMI employee should not accept a directorship (except as a nominee of a Minister) in any company holding a Government contract or in a company which may reasonably be expected to hold such a contract in future.

19.5 NMI employees shall not negotiate or arbitrate in any matter affecting an NMI contract or the purchase from or sale of goods to NMI where, in their private capacities, they are interested either as principals or as shareholders in a company being one of the principals in the matter under consideration.

20. Acceptance of outside appointments and of consultancy engagement following resignation or retirement

20.1 The following provisions are designed to foster a culture in which NMI employees are fully aware of the potential for conflict of interest in accepting positions outside NMI. It is important to declare to the Human Resources Manager such potential conflicts of interest in order to avoid any suspicion that the advice and decisions of a serving employee might be influenced by the expectation of future employment with a particular firm or organisation. However, it is not the intention to place an unnecessary burden on NMI employees in this regard and it is expected that these provisions will not affect the generality of former NMI employees joining outside employment.

20.2 Any NMI employee intending to be engaged in or connected with (i) any outside business with which he or she had official dealings or (ii) any outside business that might gain an unfair advantage over its competitors by employing him or her must inform the Human Resources Manager of such an intention. Additionally, NMI employees who hold positions which are "designated positions" for purposes of the Ethics Acts shall not, within twelve months of resigning or retiring from the service:

- accept an offer of appointment from an employer outside NMI or
- accept an engagement in a particular consultancy project

where the nature and terms of such appointment or engagement could lead to a conflict of interest, without first obtaining approval from the HR Manager. Even where the twelve months moratorium has elapsed, or where for other reasons approval is not required before taking up outside employment, officers must continue to observe the restrictions imposed by the Official Secrets Act 1963 as amended by the Freedom of Information Acts 1997 and 2003. These rules also apply to other persons designated under the Ethics Acts (for example, special advisors who are appointed personally by Ministers) and to employees in grades below the pay level of Principal who, although not serving in a designated post at the time of their retirement/resignation, have served in such a post at any stage during the six months prior to their retirement/resignation. In such cases, the twelve-month period in which these rules apply will be reckoned from the officer's last day in the designated post.

20.3 In general, NMI should monitor the acceptance of outside appointments by NMI employees and former NMI employees.

20.4 NMI employees who (i) intend to be engaged in or be connected with any outside business in the manner described at paragraph 20.2 or (ii) who hold "designated positions" (under the Ethics Acts) must make their applications as follows:

- Employees below Director level must apply to the Director through the HR Manager of NMI before retirement or resignation
- The HR Manager must apply to the Director

- **The Director must apply to the Outside Appointments Board.**

20.5 Applications will be considered by NMI on the basis of determining whether or not a clear conflict of interest exists. Approval to take up an appointment or accept an engagement may either be unconditional or conditions may be attached.

20.6 Where the HR Manager attaches conditions to taking up an appointment, the NMI employee concerned may refer the decision to the Outside Appointments Board for review.

20.7 The Director and the Minister for Finance reserve the right to take appropriate action in the event that the provisions of this section are not complied with.

21. Outside Appointments Board

21.1 This Board, established by the Minister for Finance, will consist of the Secretary General of the Department of Arts, Sport, and Tourism, Public Service Management and Development, in the Department of Finance, the Secretary General to the Government, and three other members, one of whom will act as Chairman. The Board will, from time to time, outline the detailed basis on which applications will be assessed and how the decisions of the Board may be appealed.

21.2 The Chairman of the Board shall report annually to Government, through the Minister for Finance, on the performance of the Board, and may from time to time, as he or she thinks fit, submit other reports on the Board's functions.

Appendix

Summary of the main features of the Code

- **NMI employees must be impartial in the performance of their duties. [Section 4]**
- **NMI employees above the grade of CO or equivalent are not permitted to stand for general or European elections. [Section 5.1]**
- **NMI employees must respect the constraints of the law. [Section 6]**
- **Under the Freedom of Information Acts 1997 to 2003, members of the public have a legal right to information held by NMI. However, the requirement under the Official Secrets Act 1963 that NMI employees avoid improper disclosure of information gained in the course of their work still applies. [Section 7]**
- **NMI employees must maintain high standards of service in all of their dealings with the public. [Section 8]**
- **NMI employees who are convicted of criminal offences, or given the benefit of the Probation Act when tried for a criminal offence, must report that fact to the Human Resource Manager [Section 9]**
- **NMI employees are required to attend at work as required and comply with the terms of sick leave regulations. [Section 10]**
- **NMI employees are required to have due regard for State resources to ensure proper, effective and efficient use of public money. [Section 11]**
- **NMI employees should show due respect to their colleagues including their beliefs and values. [Section 12]**
- **The use of their official positions by NMI employees to benefit themselves or others with whom they have personal or business ties is not allowed. NMI employees are also forbidden to seek to influence decisions on matters pertaining to their official positions other than through established procedures. [Section 13]**
- **NMI employees may not engage in outside business or activity, which would, in any way conflict with the interests of NMI. [Section 14]**
- **NMI employees who occupy "designated" positions for the purposes of the Ethics in Public Office Acts have certain statutory obligations in relation to disclosure of interests. These obligations are additional to any obligations imposed by the Code. [Section 15]**

- **NMI employees should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity. NMI is required to apply the rules contained in the Code on the receipt of gifts or to make local rules deriving there from. [Section 16]**
- **The same principle applies to any acceptance of hospitality. Within the general framework of guidelines set out in the Code, every care must be taken to ensure that (a) any acceptance of hospitality does not influence, or is seen to influence, the discharging of NMI functions [Section 17] and (b) that there are clear and appropriate standards in place which have been notified to all staff in relation to payment for work on behalf of outside bodies. [Section 18]**
- **NMI employees must not seek contracts with NMI or government departments for supply of goods or services whether for their own benefit or for the benefit of any company with which they may have an involvement in a private capacity. [Section 19]**
- **NMI Employees shall not within twelve months of resigning or retiring from NMI, accept an appointment, or particular consultancy project, where the nature and terms of such appointment could lead to a conflict of interest or the perception of such, without first obtaining the approval of the Outside Appointments Board or the Director as appropriate. Additionally, NMI employees who hold positions which are "designated" positions for the purposes of the Ethics in Public Office Acts must, within twelve months of resigning or retiring, obtain the approval of the Outside Appointments Board or the Director as appropriate before taking up any outside appointment. [Sections 20 and 21]"**

Appendix 1

For 'Designated Positions' see Ethics in Public Office Acts 1995 and 2005 appendices 3 and 4 found on Public Folders/Admin/HR/Ethics in Public Office