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**Mevagh Family Resource Centre**  
**Code of Conduct for Employees Policy**

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<b>Document:</b>	<b>Code of Conduct for Employees Policy</b>
<b>What is this?</b>	This is the Mevagh Family Resource Centre's (Mevagh FRC) current Code of Conduct for Employees Policy
<b>CRA Code Sections:</b>	3.3
<b>Use of Document:</b>	Directors of Mevagh FRC - CRA Compliance
<b>Date Approved:</b>	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 18.11.2024
<b>Review Date:</b>	This Policy will be reviewed by the Voluntary Board of Directors of Mevagh FRC on 18.11.2027

## **Code of Conduct for Employees**

The purpose of the Code of Conduct for employees is to set out standards of behaviour expected from employees of the Mevagh Family Resource Centre (Mevagh FRC). All employees should read and comply with this Code of Conduct.

### **All employees should maintain the highest standards of behaviour in the performance of their duties by:**

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard.
- Performing their duties to the best of their ability in a safe, efficient and competent way.
- Following Mevagh FRC policies and procedures as well as any instructions and directions reasonably given to them.
- Acting honestly, responsibly and with integrity.
- Treating others with fairness, equality, dignity and respect.
- Acting in a way that is in line with the purpose and values of Mevagh FRC and that enhances the work of Mevagh FRC.
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with in Mevagh FRC.
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them.
- Reporting any health and safety concerns, even if it is not within their area of responsibility.
- Raising concerns about possible wrongdoing in the workplace with the Project Manager/Chairperson in line with Mevagh FRC's whistleblowing policy.
- Directing any questions regarding Mevagh FRC's policies, procedures, support or supervision to the Project Manager.
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with Mevagh FRC grievance procedures.
- Keeping confidential matters confidential.
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment with Mevagh FRC returning any such documents, material or devices in their possession.
- Seeking authorisation before communicating externally on behalf of Mevagh FRC.
- Complying with Mevagh FRC's Internet, Email & Social Media Policy.
- Declaring any interests that may conflict with their work or the work of Mevagh FRC (e.g., other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, employees may seek guidance from the Project Manager.
- Undertaking relevant training to maintain and improve knowledge, skills and work practices.
- Maintaining an appropriate standard of dress and personal hygiene.
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to Mevagh FRC. This may have implications for their employment. For the avoidance of doubt, employees are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to the Mevagh FRC.

### **Employees are expected NOT to:**

- Bring Mevagh FRC into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).

- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours.
- Provide a false or misleading statement, declaration, document, record or claim in respect of Mevagh FRC, employees or charity Directors.
- Engage in any activity that may damage property.
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity in the workplace.
- Improperly disclose, during or after their employment with the confidential information gained in the course of their work.
- Seek or accept gifts, rewards, benefits, or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined and should be reported to the Project Manager/Chairperson. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency, and value. If any doubt arises as to what constitutes a modest token, employees may seek guidance from the Project Manager/Chairperson. Where an employee is found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with the Mevagh FRC disciplinary procedure.

**Review**

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: La Byrne (Chairperson)

Date: 18 / 11 / 24

Signed: R. Kelly (Director)

Date: 18 / 11 / 24

**Revision History**

Revision No.	Approval Date	Document Reference and Changes Made	Name