

CODE OF BUSINESS CONDUCT FOR RIAM GOVERNORS

DECEMBER 2009

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General Principles

This Code of Conduct is applicable to all Governors (whether elected or co-opted). Board members should observe the highest standard of honesty and integrity. To ensure this, they should adhere to the following principles:

1. Integrity

Board Members should:

- Submit annually a declaration of interests statement in accordance with the Code of Practice for the Governance of State Bodies.
- Not participate in discussions or decisions involving conflicts of interest whether or not such conflicts have previously been disclosed.
- Avoid giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions.
- Ensure that purchasing activities of goods/services are conducted in accordance with best business practice.
- Ensure that the Royal Irish Academy of Music accounts and reports accurately reflect their business performance and are not misleading or designed to be misleading.
- Avoid the use of the Royal Irish Academy of Music resources or time for personal gain or for the benefit of persons/organisations unconnected with the Royal Irish Academy of Music or its activities.
- Not acquire information or business secrets by improper means.
- Not use any information obtained by virtue of their position for the purpose of any dealing (direct or indirect) in shares, property or otherwise.

2. Information

Board members should:

- Support the provision of access by the Royal Irish Academy of Music to general information relating to the Royal Irish Academy of Music activities in a way that is open and that enhances its accountability to the general public.
- Respect the confidentiality of sensitive information held by the Royal Irish Academy of Music. This would constitute material such as:
 - i. Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring).
 - ii. Personal information.

- iii. Information received in confidence by the Royal Irish Academy of Music.
- 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. Data Protection Acts, Freedom of Information Acts).

Note: Where queries arise in relation to the release of information under the provisions of the Freedom of Information Act, these should be directed to the Freedom of Information Officer at 01 6325300 or by email to dorothyshiel@riam.ie.

3. Confidentiality

Board members should:

- Ensure that they maintain the confidentiality of all information obtained by virtue of their position.

4. Obligations

Board members should:

- Fulfil all regulatory and statutory obligations imposed on the Royal Irish Academy of Music.
- Comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.
- Ensure that there are adequate controls in place to prevent fraud including controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel.
- Use all reasonable endeavours to ensure that they attend the RIAM Board and Committee Meetings, as applicable.
- Ensure that the Board is supplied, in a timely fashion, with information, which is of a suitable quality to enable Board members to satisfactorily discharge their duties.

5. Loyalty

Board members should:

- Acknowledge their responsibility to be loyal to the Royal Irish Academy of Music and to be fully committed in all its business and activities.
- Acknowledge the duty of all to conform to the highest standards of business ethics.

6. Fairness

Board members should:

- Comply with employment equality and equal status legislation.
- Commit to fairness in all business dealings.
- Value clients/stakeholders and treat all clients/stakeholders equally.

7. Work/External Environment

Board members should:

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

8. Responsibility

The Chairperson of the Royal Irish Academy of Music Board and the Chairperson of the Royal Irish Academy of Music Audit Committee should:

- Ensure that the Code of Business Conduct along with guidelines on disclosure of interests is circulated to all Board and Committee members, for their retention.
- Provide guidance and direction on the policies and procedures of the Royal Irish Academy of Music.

9. Appropriate Behaviour

To ensure that Board members and all staff are adequately informed on appropriate behaviour, the following specific policies and procedures are in place and available from the Secretary:

- Sexual Harassment
- Bullying
- Disciplinary and Grievance procedures

10. Implementation

- When approved, this code will be circulated for information to all Board members, who are required to acknowledge receipt and understanding of same.
- The operation of the Code will be included on the agenda of the Board for review on an annual basis.
- Board members are expected to familiarise themselves with the provision of this Code, and to work with fellow Board members, through the Chairperson and staff to ensure its effective implementation.

The Board will review the Code annually.

Declaration of Understanding

Code of Business Conduct

Each Board Member should sign the following:

“I have read and noted the Royal Irish Academy of Music Code of Business Conduct for Governors.”

Signed: _____

Date: _____

Please insert your name in block capitals below

Name: _____

NB: It is important that this Declaration of Understanding is signed and returned as early as possible to the Secretary of the Royal Irish Academy of Music.