

# THE JAMES JOYCE CENTRE



35 North Great George's St · Dublin 1

Tel. +353 (1) 8788547 . Email [info@jamesjoyce.ie](mailto:info@jamesjoyce.ie) . Web [www.jamesjoyce.ie](http://www.jamesjoyce.ie)

## Code of Conduct Policy for Employees

### Code of Conduct

The James Joyce Cultural Centre aims to pursue high standards of corporate governance as articulated in its Code of Conduct policy document. The James Joyce Cultural Centre is a member of a network of organisations in Ireland which collectively subscribe to high-level principles of ethical business behaviour, in accordance with company values to which the Centre expects its employees to adhere.

Employees **should read the Joyce Centre Conflict of Interest Policy in conjunction with this policy document.**

**The purpose of the employee code of conduct** is to:

Provide a contextual framework which guides all employees in meeting their common obligations to advance education for purposes of public benefit, as articulated in the Company governance document (1987) and as subsequently amended.

It also addresses its charitable obligations in accordance with charity law. In specific terms, this key objective obliges the company and its employees to:

- Identify and work to a commonly held set of ethical principles;
- Guide and support employees in preventing development of unethical practices.
- Promote and maintain a high level of confidence and trust in the James Joyce Cultural Centre and its key objective to advance education for purposes of public benefit, defined by promoting the life and work of James Joyce and other writers;
- Ensure employee compliance with all relevant legislation, including company law, charity law, employment law, Data protection and all policies to which the Centre subscribes.

### Scope of applicability of this policy:

The employee Code of Conduct applies to all employees of the James Joyce Cultural Centre, full-time, part-time, permanent, or temporary, and includes short-term contracted personnel who may be recruited, on occasion, for specific project work.

Volunteers, Interns, and work experience students, if any, contractors and companies and individuals who provide services to the James Joyce Cultural centre will be directed to a copy of the Code of Conduct, and asked to acquaint themselves with the Code. They will be expected to hold themselves to the same high ethical standards as apply to employees of the Centre.

## **General Principles of Conduct**

The Code of Conduct applies to both the internal and external activities of the James Joyce Cultural Centre and its employees. Employees are required to:

- Conduct and manage business, efficiently, effectively, and courteously, in the public interest;
- Undertake business in a manner which is consistent with the highest professional standards of responsibility and accountability; and,
- Comply with all relevant legislation, recognising and supporting the James Joyce Cultural Centre governance obligations.

## **General Operational management**

### **Employees should**

Undertake duties efficiently and ethically and to best effect, in the interest of the James Joyce Cultural Centre, and should;

- Not use 'Centre' resources, including its time, for personal advantage or on behalf of individuals or organisations which are not connected to the work of the 'Centre;'
- Ensure that work which requires Joyce Centre resources in respect of collaborative projects with external organisations is approved at Board level;
- Ensure that purchasing of goods or services is undertaken in accordance with best business practice and in compliance with Board approved practices; and, that they,
- Handle cash, or cash-based transactions, or sanction purchases and payments in accordance with best business practice, and in compliance with Board approved practice;
- Deal with contractors equally and fairly in accordance with best practice; and,
- Ensure that accounts and reports which are compliance related, and time-dependent, in accordance with statutory requirement dates, are prepared to a level appropriate for committee and Board scrutiny, and are provided to Directors/Trustees of the Board, and its committees, in a timely manner.

### **Act with Integrity**

Employees should:

Act with integrity in all their dealings in respect of the business of the James Joyce Cultural Centre; This includes;

- Not Solicit, either directly or indirectly, gifts, or hospitality for personal use, gain or benefit;
- Not allow bias, personal preferences, offers of gifts (either corporate or personal) or undue influence from others, either within or external to the company, to affect business judgement or influence individual professional responsibilities and loyalties to the company;
- Avoid giving or receiving gifts, hospitality or benefits which might affect, or might reasonably be perceived to affect, an employee in their ability to make a considered and independent judgement regarding transactions or decisions in the best interest of the James Joyce Cultural Centre;

- Act in accordance with the terms and condition and conditions of their contracts, job specifications and reporting relationships ;
- Co-operate, commensurate with their role at the Centre, with regulatory and statutory bodies where required, and ensure that the James Joyce Centre is compliant with all its statutory reporting obligations;
- Comply with proper tendering and purchasing procedures, financial management and auditing processes;
- Ensure that there are proper and adequate controls in place to identify and eliminate opportunities for fraud and to prevent fraud;
- Ensure that Directors /Trustees and members of its committees are fully and accurately informed in a timely manner about all matters pertaining to their oversight and monitoring role in accordance with their legal obligations;

### **Confidentiality of Information**

Information about employees, potential employees, board members, members of the company, contractors, and external service providers, comes to the attention of James Joyce Cultural Centre employees from time to time. Some of this is business sensitive and time-bound in nature. Some of it is personal data, supplied to the Centre for purposes of job application. Some of it is personal data, and may include home addresses and other details held by the company for business and communication purposes.

The policy of the Centre under legislation, and Company GDPR policy, is that such data be held for duration of purpose only, and that, unless the individual has agreed otherwise, e.g. to their CV being held on potential vacancies file for future reference, that personal data, when no longer required, is to be disposed of.

As indicated in relevant legislation and company policy and employee individual employment contracts, employees are obliged to:

- Respect the confidentiality of personal and business information held by the James Joyce Cultural Centre which may come to their attention during their duties at the Centre, and, to continue to respect that confidentiality after their period of employment with the Centre;
- Comply with the terms of their employment contracts; and in general,
- Comply with all relevant statutory provisions related to the access to information, e.g. Data Protection and Freedom of Information.

### **Obligations, Responsibilities**

Employees are always expected to:

- Attend work as required and to perform their duties honestly, faithfully, and efficiently in accordance with their contracts, job specifications and reporting relationships;
- Co-operate, commensurate with their role at the Centre, with regulatory and statutory bodies where required, and ensure that the James Joyce Cultural Centre is compliant with all its statutory reporting obligations,
- Comply with proper tendering and purchasing procedures, financial management and auditing processes;

- Ensure there are proper and adequate controls in place to identify and eliminate opportunities for fraud and to prevent fraud;
- Ensure that Directors/Trustees and members of its committees are fully and accurately informed in a timely manner about all matters pertaining to their oversight and monitoring role in accordance with their legal obligations.
- Commit to fairness and courtesy in respect of all dealings on behalf of the James Joyce Cultural Centre, when dealing with visitors to the Centre, fellow employees, Board Directors, and any others with whom they come in contact in respect of the business of the James Joyce Cultural Centre.
- Uphold the Dignity and Respect Policy of the JJCC which promotes a work environment free from any form of bullying, racism, harassment, or sexual misconduct.

**Compliance with Code of Conduct policy for employees.**

If the Board of the James Joyce Centre has reason to believe that a person subject to this policy has knowingly failed to comply with the policy, it will investigate the circumstances and take appropriate action.

**Contact**

Questions or requests for clarification about this Code of Conduct policy for employees of the James Joyce Cultural Centre should be directed to the Company Secretary at 35, North Great Georges Street, Dublin 1.

Approved by Board

29 FEBRUARY 2024