

CODE OF BUSINESS CONDUCT OF THE CHESTER BEATTY LIBRARY

Intent and scope

The Code of Practice for the Governance of State Bodies (2016), issued by the Department of Public Expenditure and Reform, sets out the principles of corporate governance which State funded bodies are required to adopt. The Chester Beatty Library is a public charitable trust and the Board is not a state board; however, the Library is committed to the principles of good corporate governance and seeks, as appropriate, to comply with the 2016 Code which places the onus on the Chester Beatty Library to put in place and adhere to a Code of Business Conduct for Trustees and employees.

Objectives

The objectives of this Code are to facilitate the Library to conduct its business by:

- Operating an agreed set of ethical principles;
- Promoting and maintaining confidence and trust;
- Preventing the development or acceptance of unethical practices; and
- Promoting the highest management standards in all activities of the Chester Beatty Library

General Principles

The underlying principle is that Trustees and employees will strive to perform their duties according to the highest ethical standards of integrity, loyalty, fairness, confidentiality and accountability.

Integrity

- Trustees and employees should disclose details of outside employment/business interests in conflict or in potential conflict with the business of the Chester Beatty Library;
- Trustees and employees should not be involved in outside employment/business interests in conflict or in potential conflict with the business of the Chester Beatty Library, or which would or might impede the satisfactory discharge of their duties as Library employees;
- Trustees and employees should 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 Library-related business transactions;
- Commit to compete vigorously and energetically but also ethically and honestly;
- The conduct of purchasing activities of goods/services should be in accordance with best business practice;
- Ensure a culture of claiming expenses only as appropriate to business needs and in accordance with good practice in accordance with circulars issued by the Department of Public Expenditure and Reform;

- Ensure that the annual report and financial statements accurately reflect business performance and are not misleading or designed to be misleading;
- Avoid the use of the Library's resources or time for personal gain, or for the benefit of persons/organisations unconnected with the Library or its activities.
- Commit not to acquire information or business secrets by improper means.

Information

- Trustees and employees should support the provision of access to general information relating to the Library's activities in a way that is open and enhances its accountability to the general public.
- Respect the confidentiality of sensitive information held by the Library. This would constitute material such as:
 - a) personal information;
 - b) information received in confidence by the Library;
 - c) observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest; and
 - d) comply with relevant statutory provisions (e.g. Data Protection and Freedom of Information legislation).

Obligations

- Trustees and employees should fulfil all regulatory and statutory obligations;
- Trustees and employees have a duty to conform to the highest standards of business ethics;
- Trustees and employees should comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;
- Trustees and management should ensure that there are adequate controls to prevent fraud, including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel;
- Trustees and employees are required to co-operate with internal audit in the internal audit process; and
- Trustees should use their reasonable endeavours to attend all Board and related meetings.

Loyalty

- Trustees and employees should be loyal to the Library and fully committed to its objectives.

Fairness

- Trustees and management should ensure compliance with employment equality and equal status legislation;

- Ensure that all staff appointments and promotions are consistent with established public-sector norms;
- Commit to fairness in all business dealings; and
- Value stakeholders and treat all stakeholders equally (e.g. Library' Volunteers, Members etc.)

Work/External Environment

- Trustees and management should place the highest priority on promoting and preserving the health and safety of employees;
- Trustees and management will ensure the protection of workers who raise concerns under the Library's Protected Disclosures Policy.

Responsibility

- Each Trustee and employee has an obligation not just to comply with the letter but also the spirit of the Code.
- The Director will ensure that copies of this Code of Business Conduct are circulated to all Trustees and employees for their attention.
- Employees should read this Code of Business Conduct in association with the Library's Employee Handbook and related policies and procedures.
- Trustees and employees must complete the Declaration of Understanding as set out in Appendix 1 and return the completed declaration to the Director's office. Employee Forms will be held on the employee's Personnel File and Trustee Forms will be held by the Director's office.

Clarification

- Any Trustee or staff member who is in doubt as to the application to him/her of this Code of Conduct should seek clarification, as appropriate, from the Director/HR Manager.

Review

- The Library is committed to reviewing this Code of Business Conduct at appropriate intervals.

Appendix 1

Declaration of Understanding by Trustees and employees of the Chester Beatty Library

I have read and understood the Code of Business Conduct and agree to be bound by the principles set out in any dealing for or on behalf of the Chester Beatty Library.

Name in block capitals: _____

Signature: _____

Date: _____

Please return the completed declaration to the Director's Office/HR Manager