



## Mohill Family Support Centre

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### **CODE OF BUSINESS CONDUCT**

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Review History

Date: V1 02/2018

Review: V2 09/2020

Review: V2 08/2022



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## **1. Vision and Mission**

Mohill Family Support Centre CLG provides support services for the local community. We also facilitate activities, classes and groups in our Centre. We serve the people of Mohill and the surrounding areas, and also offer an outreach service to Ballinamore and Carrigallen.

We aim not only to support, but to empower the people we work with, in a spirit of equality, inclusion and compassion. We aim to respond to needs as they emerge and are flexible in our approach to meeting these needs. We do this with openness and transparency as an organisation, but will always respect the privacy of those who use our services.

## **2. Scope**

This Code of Business Conduct applies to all activities and those who oversee, manage, coordinate and deliver FSC activities (volunteer directors/trustees, volunteers and employees—including unpaid, scheme, hosted, part-time and temporary employees) of Mohill Family Support Centre. It is expected that all of those who conduct business for or on behalf of Mohill FSC work from a position of dignity and personal accountability. We are aware of our responsibilities to the organisation, to our colleagues, to the communities and to our funders.

## **3. Purpose**

Compliance with Mohill FSC CLG Code helps to sustain and enhance the ethical behaviour and good reputation of Mohill FSC CLG with our partners and community.

## **4. Right to report unethical behaviour**



Mohill Family Support Centre CLG operates a policy whereby any director/trustees, employee, volunteer or student who, in good faith reports any act of apparent misconduct or unethical behaviour, will not be victimised or treated adversely as a result.

## 5. Our Values

Mohill Family Support Centre CLG upholds the following values:

- Be inclusive of staff, volunteers and clients and Mohill Family Support Centre staff team will encourage active participation, ownership, volunteerism and a sense of belonging to the community.
- Implement community development principles of social justice, self-determination, active participation to ensure a shared vision for the overall community and outreach centres thus promoting sustainable communities.
- Promote social Inclusion, Equality and Diversity with the staff team, clients and volunteers of Mohill Family Support Centre CLG.
- Work with families in a professional, fair, empathic and compassionate manner, whilst respecting the individual needs of the families through discretion and confidentiality.
- Work to make a positive difference in the lives of families using Mohill Family Support Centre CLG and the wider community.

## 6. We respect community development principles and human rights

Mohill Family Support Centre CLG is committed to working within the guiding principles of community development, family support practice and human rights-based approaches to ensure respect, equality, inclusion and participation is promoted throughout our Centre.

## 7. We comply with legislation



Mohill Family Support Centre CLG, its directors/trustees, volunteers and employees are required, as a minimum standard, to comply with all the laws and regulations of Ireland, and of any other country that Mohill Family Support Centre CLG employees or representatives may visit on business.

Mohill Family Support Centre CLG respect the confidentiality of sensitive information held by the Family Support Centre and comply with relevant statutory provisions such as Data Protection Regulations.

### **8. We act with integrity in all our dealings**

Mohill Family Support Centre CLG expects directors/trustees, volunteers, and employees to act with integrity at all times. This helps to safeguard the trust the Mohill Family Support Centre CLG has built with individuals who use the Centre and the organisations our Centre interacts and works with.

No director/director, volunteer or employee shall engage in personal activities or pursue financial or business interests which might compromise their ability to meet the responsibilities of their job or potentially give rise to, or give the appearance of, conflicts of interest.

Mohill Family Support Centre CLG does not offer, promise, give, demand or accept bribes or other unethical advantage to obtain, retain or give business or gain any other advantage.

Mohill Family Support Centre CLG directors/ trustees, volunteers and/or employees who have access to privileged information (including proprietary and confidential information) whether it belongs to Mohill Family Support Centre CLG or others will not use this information to achieve personal gain for themselves or others.

Mohill Family Support Centre CLG, volunteer directors, volunteers and employees must ensure proper and responsible use of all Mohill Family Support Centre CLG assets, including physical property, intangible assets, IT equipment and communication resources.



### **9. We treat clients/service users/visitors with professionalism, dignity and respect**

All clients/service users are treated with dignity and respect, and in a professional manner. Mohill Family Support Centre CLG are committed to treating all clients, service users and visitors equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. Accordingly, any harassment or bullying is unacceptable.

### **10. We treat suppliers, partners, subcontractors and funders properly**

Mohill Family Support Centre CLG suppliers are paid promptly within agreed terms of business.

Mohill Family Support Centre CLG employees must respect and treat in accordance with agreed terms the confidential information, technology, intellectual property, and any other assets or data received from clients, suppliers and others.

Mohill Family Support Centre CLG expects agents, subcontractors, suppliers and others working on its behalf to act lawfully and ethically, and in accordance with the values and standards set out in this Code.

### **11. We treat our employees respectfully**

Mohill Family Support Centre CLG recruits and selects employees based on their qualifications, skills, aptitude and attitude. In employment related decisions, Mohill Family Support Centre CLG is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. Accordingly, any harassment or bullying is unacceptable.



Mohill Family Support Centre CLG respects the rights of each employee to join or not join a trade union. Mohill Family Support Centre CLG believes in good communications with employees and in promoting consultation, cooperation and teamwork on matters of mutual concern.

### **12. We contribute to healthy, safe and secure workplaces**

Mohill Family Support Centre CLG is committed to conducting all its activities in a manner which achieves the highest practicable standards of health and safety. Mohill Family Support Centre CLG seeks to protect our employees, physical assets, information and reputation from potential security threats.

### **13. We have high standards of financial record keeping and reporting**

Mohill Family Support Centre CLG records all business transactions accurately, prudently and transparently, in compliance with the accounting policies as detailed in our Annual Report and Accounts and in accordance with best practice. Mohill Family Support Centre CLG ensures that the annual report and financial statements accurately reflect its situation and are not misleading or designed to be misleading.

Comprehensive assessment and management of risk, together with strong systems of internal control, serve to ensure that financial affairs are well managed and reported finances are accurate.

### **14. We respect the environment**

Mohill Family Support Centre CLG is committed to ensuring that, as far as reasonably practicable, any detrimental effects of our activities and services upon the environment are minimised.



## 15. The Code applies to all of us

Mohill Family Support Centre CLG Code applies throughout all our activities. Disregard or breach of this code by an employee may result in disciplinary action.

Mohill Family Support Centre CLG Code is not intended to replace existing policies of Mohill Family Support Centre CLG. It serves as a governing document to which other policies must adhere.

Mohill Family Support Centre CLG expects and encourages directors/trustees, employees, and volunteers to bring promptly to the Board of Directors/Trustees' attention any suspected or actual breaches of our Code.

Any employee making such information known through the appropriate channels will not face any adverse or unfavourable treatment for such disclosure.

## 16. Governance

The Board of Directors/Trustees of Mohill Family Support Centre CLG has overall responsibility for this Code of Business Conduct and its review.

This Code of Business Conduct was discussed and agreed at a meeting of the Board of Directors/Trustees on \_\_\_\_\_.

**Proposed:** \_\_\_\_\_

**Position on the Board:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Position on the Board:** \_\_\_\_\_

**Review History:**