

## **BORD BIA**

### **CODE OF CONDUCT FOR EMPLOYEES**

This Code of Conduct is drawn up pursuant to the Code of Practice for the Governance of State Bodies 2001. It is additional to and does not in any way restrict the legal obligations of employees. It does not purport to explicitly provide for all situations which may arise but sets out the main elements of the Code including the requirement that Employees should act in accordance with its overall ethical intent. It should not be regarded as being limited by any defects or omissions that may exist from time to time in any relevant rules, guidelines or policies.

The Code is intended to (a) establish an agreed set of ethical principles; (b) promote and maintain confidence and trust and (c) prevent development or acceptance of unethical practices; it requires that each employee:

1. Will make a full disclosure of any business or other significant outside interest, for the purpose of avoiding any conflict or potential conflict of interest in respect of their duties as employees of Bord Bia, and, if relevant, a disclosure of the employments and business interests of their families or other persons or bodies connected with the employee, where there could be any possible conflict of interest
2. Will keep the Secretary of Bord Bia advised of all relevant changes in their circumstances so as to ensure that these disclosures are up-to-date at all times
3. Will not be, or become, directly or indirectly, interested in any activity, occupation or business that would conflict with the discharge of their duties, or that would conflict in any way with the best interests of Bord Bia
4. Will make immediate disclosure of any circumstances likely to give rise to a conflict of interest, directly or indirectly, in the exercise of their duties and functions
5. Will not during his/her term of employment or thereafter disclose except as approved and required specifically in the discharge of his/her duties, any confidential information whatsoever relating to any person or company with which Bord Bia is connected, or in relation to Bord Bia or its subsidiaries, without the consent of Bord Bia
6. Will not seek, accept or derive at any time during his/her employment with Bord Bia or thereafter any unauthorised profit or benefit arising from the exercise of his/her functions, other than such remuneration or emoluments directly and properly payable by Bord Bia
7. Will not accept or engage in any other employment, directorship, lectureship, or other appointment of a business nature, unless specifically sanctioned by the Board or Chief Executive, as the case may be
8. Will not accept gifts or other benefits of value, or accept goods or services, other than at the price at which such goods or services would normally be sold, from any supplier of goods or services to Bord Bia, or from any person, company or organisation to whom or to which Bord Bia provides services
9. Will not give interviews or speak to the press or media or publish books or articles about Bord Bia or the business in which it is engaged without the specific consent of Bord Bia
10. Will have as a first priority and will act at all times to further the aims and objectives of Bord Bia
11. Will diligently and in good faith carry out their duties and functions to the full extent of their skill and knowledge, for the sole purpose for which the said functions are authorised, in the best interests of Bord Bia
12. Will ensure that all of their activities are in accordance with the ethical intent implicit in these procedures, whether specifically covered or otherwise in this Code, and with any other rules, procedures or guidelines that may apply from time to time.

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#### *DECLARATION AND UNDERTAKING*

I declare that other than my contract of employment with Bord Bia there is no contract, transaction or other matter either directly or indirectly involving Bord Bia or its subsidiaries, or associate companies, or otherwise, in which I have any interest or involvement, which could result or appear to result in possible financial gain, or other benefit to myself or to any of my dependents, or associates, or to any body corporate or unincorporate that I am in any way connected with, or which could cause or appear to cause conflict of interest in respect of my duties and obligations as an employee of Bord Bia, and, that I do not hold shares with a value in excess of €13,000 or 5% of the issued share capital of a relevant company which could involve a conflict of interest or if I do this is disclosed herein or will be disclosed if it arises and furthermore, that I am not involved in any other contract, occupation or business, or consultancy arrangement, or any other activity whatsoever that could conflict with the discharge of my duties or with the best interests of Bord Bia.

I undertake that during my tenure at Bord Bia I will not become interested or involved in any such contract, transaction, occupation, consultancy arrangement, or other matter, and if through inadvertence or otherwise, I do become so interested or involved, I will at once advise the Secretary of Bord Bia in writing, and be subject to any appropriate direction or sanction of the Board or the Chief Executive as the case may be.

I undertake that I will not disclose to any person, except as approved and required specifically in the discharge of my duties, any confidential information whatsoever relating to any person or company or body with which Bord Bia is connected, or relating to Bord Bia or its subsidiaries, without the specific consent in writing of an authorised officer of Bord Bia.

I acknowledge that in the event of my failure to comply in full with the terms of this undertaking, the Board, or the Chief Executive as appropriate, may take such action as may be open to them in the circumstances.

I acknowledge having read the Code of Conduct for Employees of Bord Bia and I undertake to abide by it at all times and to take all possible steps that may be necessary in that regard.

***Note: An employment or business interest with any person, body or organisation includes any or all such relationships by whatever name or designation they are called, including, for example: proprietor, director, employee, significant shareholder, consultant, contractor, sub-contractor, supplier, trustee, partner etc. A relevant shareholding would be shares in a food or drinks company or shares in a supplier company to Bord Bia or any shareholding that could give rise to a conflict of interest.***



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Particulars of Relevant Family Employments and Business Interests:

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Particulars of Relevant Employments and Business Interests of Persons or Bodies Connected with the Employee

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**NOTE:**

The following information should be given in respect of each employment and business interest, as relevant:

1. Name of Person, Body or Company
2. Nature of Involvement
3. Date Commenced
4. Tenure (if applicable)
5. Particulars of shareholding

**Employee's**

Name .....

Address .....

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Signed: .....

Date.....