

CRR-P-47 – Code of Conduct and Ethics.

Issue	Prepared by	Reviewed by	Approved by	Issue Date	Review Frequency
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Scope.

The Code of Conduct and Ethics is being introduced in accordance with Code of Practice for Corporate Governance in State Bodies and Section 10(3) of the Standards in Public Office Act 2011. The Code sets out a clear framework within which staff of the Commission for Railway Regulation must work and includes the principles, which should govern the behaviour of staff. The Code is complementary to other procedures, policies, rules and regulations, in particular HR policies including those relating to attendance, sick leave, annual leave etc, and each employee's conditions of employment, and it does not affect obligations under the legislation underpinning employment or other relevant legislation e.g. Equality Act, Ethics in Public Office Acts, Data Protection Acts etc. The Code applies to all employees of the CRR whether employed on a permanent, temporary, part-time basis or on work experience of any kind.

Objective.

The staff of the Commission have consistently carried out their work to a high standard. The Code is an important element of the overall framework within which all staff of the Commission are expected to work. The objectives of this code are to establish an agreed set of standards of behaviour and ethical principles based on high levels of personal performance and responsibility. Thereby maintaining public confidence and trust in the CRR and its work.

The Requirements of the Code.

In the performance of their duties staff of the Commission must:

- (a) Maintain high standards in service delivery by: conscientiously, honestly and impartially serving the Commission and our customers; always acting within the law and performing their duties with efficiency, diligence and courtesy.
- (b) Observe appropriate behaviour at work by: dealing with our customers in a polite, helpful, open and timely manner and treating their colleagues with respect.

Dignity in the Workplace.

We at the Commission commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated.

Principles.

The following principles and practices inform this Code:

That the staff of the CRR will behave with integrity by ensuring that:

- They are not involved in any outside employment or business interests which are in conflict or in potential conflict with the business of the CRR and that they inform the CRR if they are or intend to be engaged in any such outside business or employment activity;
- They attend at work as required and do not absent themselves from work without proper authorisation;
- They avoid the giving or receiving of 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 matters;
- Purchasing goods or services is conducted in accordance with best business practice;
- Any financial reports and statements accurately reflect the CRR's performance and are not misleading or designed to be misleading;
- The CRR's resources or a staff member's association with the CRR are not used for personal gain.

That the staff of the CRR will promote transparency and accountability by:

- Complying with relevant statutory provisions (such as data protection legislation, Freedom of Information Acts);
- Ensuring that access is readily available to general non-confidential information relating to the CRR
- Subject to the provisions of the Freedom of Information legislation, ensuring that they maintain the confidentiality of information obtained by virtue of their position, in particular, commercially sensitive information, personal information, and information received in confidence (consistent with the requirement for transparency in the distribution of public funds);
- Undertaking appropriate prior consultation with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.

That the staff of the CRR will promote commitment, propriety, and fairness by acknowledging in their dealings with the public, private and voluntary sectors and in their dealings with each other:

- The duty to conform to highest standards of business ethics;
- The responsibility to be loyal to the CRR and fully committed to promoting its purposes and interests;
- The need to comply with employment equality and equal status legislation;
- The need to ensure that all stakeholders are dealt with in a respectful manner;

- A commitment to fairness and equality of treatment in all of their dealings with the public including compliance with the public service principles of quality customer service.
- The need to ensure that their standard of dress is appropriate to their work environment;
- The need to show due respect for their colleagues at work. Staff should ensure that their behaviour towards other colleagues is appropriate to the work place; Staff have a legal duty not to discriminate against colleagues on the basis of their gender, race, sexual orientation, membership of the travelling community, disability, age, marital status, family status and religious or political belief. All staff are required to support a positive working environment by observing and supporting the CRR's anti-harassment, sexual harassment and bullying policy.

That the CRR and its staff will meet its statutory and regulatory obligations by:

- Complying with detailed tendering and procurement procedures as well as with prescribed levels of authority for sanctioning any relevant expenditure;
- Introducing controls to prevent fraud, including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel.

That the CRR will behave responsibly as an employer and a public agency by:

- Placing the highest priority on promoting and preserving the health and safety and welfare of employees;
- Circulating this Code and information on disclosure of interests to all relevant employees for their retention, ensuring that their implications are fully understood, and that any explanation of their current or potential impacts, or ethical considerations arising from their implementation, have been fully discussed;
- Reviewing this Code on a regular basis.

This Code forms part of the terms of employment of all staff of the Commission who are expected to apply it at all times. A copy must be given to every staff member on entry and they will be required to certify in writing that they have received and read it. The Code will be circulated to all existing staff who will be required to sign a similar declaration. An opportunity should be given to staff to obtain clarification on any aspect of the Code.

Ethics.

Staff of the Commission who occupy positions which are "designated positions" for purposes of the Ethics in Public Office Acts 1995 and 2001 (the Ethics Acts) have certain statutory obligations in relation to disclosure of interests. Those obligations are additional to any which apply generally to staff of the Commission under the provisions of this Code.

Appendix 1

Code of Conduct and Ethics for employees of the Commission for Railway Regulation

Declaration of Understanding

I have read and noted the contents of Code of Ethics and Business Conduct for employees of the Commission for Railway Regulation.

Name in block capitals: _____

Signature: _____

Date: _____