

Code of Conduct

Schools and Parishes of the Diocese of Dublin (the “Parishes Trust”)

Version Control

Version	Date	Revision Author	Summary of Changes
V1	02/09/2020	I. Finnegan	First edition

The Coordination Trustees (as defined in the deed of trust governing the Parishes Trust), who are charity trustees of the Parishes Trust are required to be familiar with the Parishes Trust deed in order to make decisions in line with the objects of the Parishes Trust. Similarly, Parish Priest, who are the charity trustees of each Parish, must also be familiar with the Parishes Trust Deed. Together, the Coordination Trustees and Parish Priests are referred to within this document as the “**Trustees**”.

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The provisions of this Code of Conduct sit alongside any relevant provisions of Canon Law, to which the Trustees must always ensure adherence.

By reading this document and accepting the role of a Coordination Trustee, the Coordination Trustees agree to the following responsibilities:

General Conduct

Trustees are required to:

- act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which Trustees do not have relevant expertise;

- act in the best interests of the Archdiocese of Dublin (the “**Diocese**”) and its parishes at all times;
- demonstrate selflessness by taking decisions solely in the best interests of the Diocese and its parishes. A Trustee should not act in order to gain financial or other material benefit for himself or family or friends;
- be objective – decisions should be taken solely on their merit;
- be aware of the duty to conform to the highest standards of probity;
- be accountable for decisions and actions and submit to whatever scrutiny is appropriate;
- be as open as possible about all the decisions and actions that are taken. Trustees should give reasons for their decisions and restrict information only when the wider public interest clearly demands;
- promote and support these principles by leadership and example; and
- commit to fairness in all their dealings.

Independence

- Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations;
- Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the Diocese and its parishes or its volunteers and employees. More specifically, Trustees:
 - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties; and
 - must avoid actual impropriety and any appearance of improper behaviour.
- Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for;
- Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as Trustee. Any gifts or hospitality received in any connection to the Parishes Trust should not exceed the value of €500 and should be declared by completing the ‘receipt of gift’ confirmation form.

Roles of Trustees

Trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times. New Trustees will receive training and periodic Trustee training will be provided to all Trustees; and
- Be prepared to provide adequate time and commitment as required to fulfil the role of Trustee, adequately preparing for meetings and participating in committees and special events when required.

Coordination Trustee Meetings

Coordination Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others;
- Always respect the authority of the person chairing the meeting;
- Bring a fair and open-minded view to all discussions of the Coordination Trustees, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the Diocese and its Parishes;
- Bring a genuinely independent perspective to enhance decision-making;
- Ensure their contributions are informed and impartial when presenting views on topics in meetings, while listening to and respecting the input and experience of other Coordination Trustees.

Volunteers/Employees within the Parishes Trust

Trustees should:

- Aim to support employees and volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the Diocese and its parishes should conduct themselves in order to reflect the values of the Diocese and its parishes;
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence;
- Accept and respect the difference in roles between the Trustees on the one hand and employees and volunteers on the other, ensuring that the Trustees, employees and volunteers work effectively and cohesively for the benefit of the Diocese and develop a mutually supportive and loyal relationship by:
 - respecting management arrangements and avoiding any actions that might undermine such arrangements;
 - not interfering in the performance by employees or volunteers of duties delegated to them within the Diocese and its parishes while ensuring that employees and volunteers working for the Diocese and its parishes are held to account, as appropriate.

Legal Requirements and Policies

Trustees must:

- Act in accordance with the trust deed governing the Parishes Trust and ensure that the Diocese and its parishes comply with all applicable laws including charity law, health and safety law, data protection law and employment law;
- Promote and preserve the obligations of confidentiality about sensitive trust matters. However, the requirement for confidentiality may not apply if it becomes necessary for

the Trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the Diocese and its parishes or could represent a breach of any laws with which the Diocese and its parishes are required to comply;

- Abide by the Parishes Trust conflict of interest policy and ensure the conflict of interest register for the Parishes Trust is completed and updated as required;
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the Trustees and ensure that policies on respect and dignity are prepared in compliance with anti-bullying and anti-harassment legislation; and
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Complaints

Any complaint by a Trustee in relation to a matter the subject of this Code of Conduct should be referred to the Archbishop. The Archbishop will address the complaint in a timely, open and fair manner.

Where a Trustee is found to be in breach of the standards outlined by this Code of Conduct he will be asked to meet with the Archbishop to assess his suitability for the role. Consistent breach of the Code of Conduct by a Trustee may result in the Trustee's tenure being terminated.

The Trustees should review this Code of Conduct for Trustees at 3-year intervals or as appropriate.

Signed

Name

Date