



Code of Conduct

The purpose of this Code of Conduct is to ensure that the Board members and staff of Sustainable Energy Ireland (SEI) function according to a set of agreed ethical principles, which support the development of trust, confidence and teamwork in SEI and promote a high performance culture.

This Code will be examined annually by the Board and staff members of SEI to ensure it continues to reflect the values of SEI and the standards of business conduct expected from the Board members and staff of SEI.

Board members and staff will strive to perform their duties in accordance with the highest ethical standards, including:

Integrity

- Ensure the effectiveness of SEI through carrying out responsibilities and duties energetically and proactively but ethically and honestly.
- Act in accordance with the principles of good corporate governance as set out in the SEI Governance Handbook.
- Disclose any outside interests that are in conflict or potential conflict with the business of SEI.
- Avoid giving or receiving corporate gifts, hospitality, preferential treatment or benefits, which might affect or appear to affect the ability of the donor or recipient to make independent judgement on business transactions.
- Avoid using SEI's resources or time for personal gain, or for the benefit of persons or organisations unconnected with SEI and its activities.
- Act in the public interest.

Information

- Support the provision of public access to general information relating to SEI's activities in a way that is open and that enhances its accountability to the general public.
- Respect the confidentiality of confidential information held by SEI, which would include commercially sensitive information, personal information and information received in confidence by SEI.
- Observe appropriate prior consultation procedures with third parties where it is proposed to release sensitive information in the public interest.

Statutory and Regulatory Obligations

- Comply with all regulatory and statutory obligations imposed on SEI.

Loyalty

- Be loyal to SEI and fully committed to all its business objectives and activities while mindful that SEI itself must at all times take into account the interests of the Minister and the government.
- Be loyal to and support colleagues in the exercise of their duties in pursuit of SEI's business objectives.

Fairness

- Protect the dignity and integrity of each individual associated or working with SEI.
- Demonstrate a commitment to fairness in all business dealings.
- Value stakeholders and treat all stakeholders fairly.

Work Environment/External Environment

- Place maximum value on each person's contribution, fostering an environment conducive to acting upon SEI's core organisational values, knowledge creation and a team approach to activities.
- Place the highest priority on promoting and preserving the health and safety of staff of SEI.
- Ensure that community concerns are fully considered.
- Minimise any detrimental impact of SEI's operations on the environment.

Values

- Ensure that the core organisational values of SEI are met
 - Independent
 - Excellence
 - Innovative
 - Adaptive
 - Effective
 - Influential
 - People Centred

Explanatory Guidelines and Policies

Explanatory guidelines and policies will be developed to support members of SEI in interpreting and acting in accordance with this Code of Conduct.