

# **TG4**

## **Code of Business Conduct for Directors**

### **Intent and scope**

It is a requirement of the Department of Finance that all State funded organisations adopt a Code of Business Conduct for Board Members and Staff. The Code sets out a framework of business practices to enable the delivery of the highest possible standards for the stakeholders and clients of Teilifís na Gaeilge (TG4).

It is intended that this Code will be reviewed as required to reflect changes in the processes and procedures of decision making within the Board and/or as the regulatory environment changes.

### **Objectives**

TG4 will carry out its activities consistently demonstrating the following principles:

1. Honesty, transparency and professionalism in all its transactions
2. Fairness, consistency and integrity in its service to the film and tv industry
3. Respect, courtesy, confidentiality and trust in all its personal interactions
4. Proactive and forward thinking in the execution of its duties
5. Conviction, pride and a passion for Irish language television
6. Commitment to equality and pluralism with regard to gender, sexuality, race, religion, age, disability or membership of the Traveller community.

TG4 Directors will always be mindful of the above principles in every aspect of their position to ensure a high standard of ethical practices.

TG4 will strive to ensure financial transactions are documented and controlled to the highest possible level in accordance with the Broadcasting Acts, Code of Practice for the Governance of State Bodies, the Office of the Comptroller and Auditor General, Freedom of Information Act, Data Protection Act and the Standards in Public Office Commission.

## General Principles

### 1. *Integrity*

- disclosure by Directors of outside employment/business interests in conflict or in potential conflict with the business of the body (see *Conflict of Interests*);
- management and employees should not be allowed to be involved in outside employment/business interests (paid or unpaid) in conflict or in potential conflict with the business of the body;
- in the case of staff considering undertaking outside activities, they must first consult the Director General in writing;
- the Chairman undertakes to consider Board Member conflict of interest issues that do not pertain to specific projects which may arise. Issues which may arise could include invitations to join Boards, invitations to events, participation in specific projects, activities or events.
- avoidance of 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 transactions;
- commitment to compete vigorously and energetically but also ethically and honestly;
- conduct of purchasing activities of goods/services in accordance with the Public Procurement Guidelines;
- ensuring that TG4's accounts/reports accurately reflect its business performance and are not misleading or designed to be misleading;
- avoidance of use of TG4's resources or time for personal gain, for the benefit of persons/organisations unconnected with TG4 or its activities or for the benefit of competitors; and
- commitment not to acquire information or business secrets by improper means.

## **2. *Conflict of Interest Rules***

### **2.1 *With specific regard to Projects and Board Members***

Where a Board member or a connected person (a relative or business associate) has a relationship to a project, a conflict of interest exists. The Board member is precluded from receiving any documentation with regard to deliberations and the decision. The conflict of interest will be noted in the minutes.

### **2.2 *With regard to the Standards in Public Office Commission***

In line with Ethics in Public office Act, Designated Directors (Chair and Board Members) and Designated Positions (DG and senior managers) complete annual Statements of Interests or Statement of Nil Interest for the Standards in Public Office Commission.

## **3. *Information***

- Directors, management and employees of TG4 operate in a way that is open and enhances its accountability to the general public while observing the need for total confidentiality regarding commercially valuable information and the normal confidentiality of board proceedings and discussions on issues including, but not limited to, future plans, personal information and information received in confidence by the public body.
- TG4 complies with relevant statutory provisions (e.g. data protection legislation, the Freedom of Information Act, 1997).
- TG4 respects the confidentiality of sensitive information held by it and commits to observing appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.

## **5. *Obligations***

TG4 is committed to fulfil all regulatory and statutory obligations imposed on a State body, and strives to

- comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;
- introduce controls to prevent fraud including adequate controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel;
- ensuring that Directors use their reasonable endeavours to attend all Board meetings;

**6. Loyalty**

- Board members/Directors acknowledge the responsibility to be loyal to TG4 and fully committed in all its business activities and
- acknowledge the duty of all to conform to highest standards of business ethics.

**7. Fairness**

TG4 is committed to

- compliance with employment equality and equal status legislation;
- commitment to fairness in all business dealings; and
- value customers and treat all customers equally.

**8. Work/External Environment**

TG4 will

- place highest priority on promoting and preserving the health and safety of employees;
- ensure that community concerns are fully considered; and
- minimise any detrimental impact of the operations on the environment.

**9. Review**

- TG4 will review its Code of Business Conduct as appropriate.

**Date; 21 December 2009**

## **TG4**

### **Code of Business Conduct for Staff**

#### **Intent and scope**

It is a requirement of the Department of Finance that all State funded organisations adopt a Code of Business Conduct for Board Members and Staff. The Code sets out a framework of business practices to enable the delivery of the highest possible standards for the stakeholders and clients of Teilifís na Gaeilge (TG4). TG4 Staff operate under the provisions of their Contract of Employment and comply with the various Workplace Policies and Codes of Practice set out in their Employee's Handbook issued to all TG4 Staff at the commencement of their employment and updated regularly.

It is intended that this Code will be reviewed as required to reflect changes in the processes and procedures of decision making within the Board and/or as the regulatory environment changes.

#### **Objectives**

TG4 will carry out its activities consistently demonstrating the following principles:

1. Honesty, transparency and professionalism in all its transactions
2. Fairness, consistency and integrity in its service to the film and tv industry
3. Respect, courtesy, confidentiality and trust in all its personal interactions
4. Proactive and forward thinking in the execution of its duties
5. Conviction, pride and a passion for Irish language television
6. Commitment to equality and pluralism with regard to gender, sexuality, race, religion, age, disability or membership of the Traveller community.

TG4 Staff will always be mindful of the above principles in every aspect of their position to ensure a high standard of ethical practices.

TG4 will strive to ensure financial transactions are documented and controlled to the highest possible level in accordance with the Broadcasting Acts, Code of Practice for the Governance of State Bodies, the Office of the Comptroller and Auditor General, Freedom of Information Act, Data Protection Act and the Standards in Public Office Commission.

## General Principles

### 1. ***Integrity***

- disclosure by Staff of outside employment/business interests in conflict or in potential conflict with the business of the body (see *Conflict of Interests*);
- management and employees should not be allowed to be involved in outside employment/business interests (paid or unpaid) in conflict or in potential conflict with the business of the body;
- in the case of staff considering undertaking outside activities, they must first consult the Director General in writing;
- avoidance of 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 transactions;
- commitment to compete vigorously and energetically but also ethically and honestly;
- conduct of purchasing activities of goods/services in accordance with the Public Procurement Guidelines;
- ensuring that TG4's accounts/reports accurately reflect its business performance and are not misleading or designed to be misleading;
- avoidance of use of TG4's resources or time for personal gain, for the benefit of persons/organisations unconnected with TG4 or its activities or for the benefit of competitors; and
- commitment not to acquire information or business secrets by improper means.

## **2. *Conflict of Interest Rules***

### **2.1 *With specific regard to Projects and Staff Members***

Where a member of staff or a connected person (a relative or business associate) has a relationship to a project, a conflict of interest exists. The staff member is precluded from receiving any documentation with regard to deliberations and the decision. The conflict of interest will be noted in the minutes.

### **2.2 *With regard to the Standards in Public Office Commission***

In line with Ethics in Public office Act, Designated Positions (DG and senior managers) complete annual Statements of Interests or Statement of Nil Interest for the Standards in Public Office Commission.

## **3. *Information***

- Management and employees of TG4 operate in a way that is open and enhances its accountability to the general public while observing the need for total confidentiality regarding commercially valuable information.
- TG4 complies with relevant statutory provisions (e.g. data protection legislation, the Freedom of Information Act, 1997).
- TG4 respects the confidentiality of sensitive information held by it and commits to observing appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.

## **5. *Obligations***

TG4 is committed to fulfil all regulatory and statutory obligations imposed on a State body, and strives to

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

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**Date; 21 December 2009**