

# Olympic Federation of Ireland

## Code of Business Conduct for Board Members

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This document constitutes the Code of Business Conduct for the Board of Olympic Federation of Ireland.

The objectives of the Code are to:

- Establish a set of ethical principles and appropriate behaviours
- Promote and maintain confidence and trust
- Prevent the development or acceptance of unethical practices

This Code should be reviewed at least every three years.

**Approved Olympic Federation  
of Ireland Board:**

## Code of Conduct

Board Members should observe the highest standards of honesty and integrity. To ensure this, they should adhere to the following principles:

### 1. Integrity

Board Members should

- Be objective, honest and open in all their dealings
- Not participate in discussions or decisions involving conflicts of interest or conflicts of loyalty whether or not such conflicts have previously been disclosed
- Ensure that the Olympic Federation of Ireland accounts and reports accurately reflect their business performance and are not misleading or designed to be misleading
- Avoid the use of the Olympic Federation of Ireland resources or time for personal gain or for the benefit of persons/organisations unconnected with Olympic Federation of Ireland or its activities
- Not acquire information or business secrets by improper means
- Set high personal standards by keeping aware of and adhering to this Code.

### 2. Disclosure of Interests

Board Members should

- On an annual basis furnish a statement of interest to the Honorary Secretary of Olympic Federation of Ireland (which shall be kept in the Olympic Federation of Ireland's offices) and ensure this is updated as appropriate
- Where it is relevant in any matter which rises, absent him/herself when the Board is deliberating or deciding on matters in which that member or a person or body connected with the member has an interest
- Be responsible for understanding, declaring and managing conflicts of interest and conflicts of loyalty.

### 3. Information/Confidentiality

Board Members should

- Conduct the activities of the Board in a confidential and objective manner
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern Olympic Federation of Ireland
- Return Board/confidential information to Olympic Federation of Ireland when they are no longer on the Olympic Federation of Ireland Board
- Treat information received while acting in the capacity as Board Director as confidential
- Respect the confidentiality of sensitive information held by Olympic Federation of Ireland. This would constitute material such as:
  - Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
  - Personal information
  - Information received in confidence by the Olympic Federation of Ireland.

#### **4. Work as a Team**

Board Members should:

- Create an environment at meetings where all members can express their views freely and openly without fear of reprisal
- Share corporate responsibility for decisions taken
- Avoid distancing themselves from Board decisions.

#### **5. Legal Obligations**

Board Members should

- Fulfil or ensure all regulatory and statutory obligations imposed on Olympic Federation of Ireland are fulfilled
- Comply with relevant statutory provisions relating to access to information (e.g. General Data Protection Regulations)
- Ensure that there are adequate controls in place to prevent fraud
- Where individual Board Members become aware of non-compliance with any legal obligation, they should immediately bring this to the attention of the President and, if appropriate, to the CEO with a view to having the matter rectified.

#### **6. General Obligations**

Board Members should

- Exercise leadership, enterprise and judgement in directing the Company so as to achieve its continuing prosperity and act in the best interests of the Company as a whole
- Use all reasonable endeavours to ensure that they attend Olympic Federation of Ireland Board Meetings
- Be aware that at all times when writing or speaking on any matter within the Board's remit they may be perceived as representing the Board
- Prepare in advance of Board meetings by reading relevant papers etc. and contribute to the decision-making process
- At all times conduct themselves appropriately in whatever capacity, either when acting as a Board Member or in any other capacity
- Exercise responsibilities to employees, volunteers and other relevant stakeholders including the wider community
- Be impartial and independent and abstain from any preferential treatment on any grounds

#### **7. Governance**

Board Members should

- Adopt the 5 Principles of the Code of Good Governance
  - Principle 1 – Leading the organisation
  - Principle 2 – Exercising control over the organisation
  - Principle 3 – Being transparent and accountable
  - Principle 4 – Working effectively
  - Principle 5 – Behaving with integrity
- Be available for training to further improve their skills as an effective Board member

## **8. Loyalty**

Board Members should

- Acknowledge the responsibility to be loyal to Olympic Federation of Ireland and to be fully committed to all its business activities while mindful that the organisation itself must at all times take into account the interests of its stakeholders and members
- Acknowledge the duty of all to conform to the highest standards of business ethics
- Be loyal at all times to the Board, fellow members and the management team
- Avoid publicly criticising colleagues or staff.

**Approved Olympic Federation of Ireland Board:**