



# Code of Conduct for Employees of the Pharmaceutical Society of Ireland

## A. Integrity

1. Employees should not engage in outside employment/business interests in conflict or in potential conflict with the functions and duties of the PSI unless specifically provided for in his or her contract of employment.
2. Employees should not engage in matters unconnected with his or her duties during working hours, unless so provided in his or her contract of employment.
3. Employees should 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 transactions.
4. Employees should conduct themselves in an ethical and honest manner.
5. Employees should provide the Registrar with details of his or her employment and all other business interests including shareholdings which could involve a conflict of interest or could materially influence his or her functions as an employee of the PSI.
6. Employees should avoid the use of the PSI's resources or time for personal gain, for the benefit of persons/ organisations unconnected with the PSI or its activities or for the benefit of competitors.
7. Employees should claim expenses only appropriate to business needs and in accordance with good practice in the public sector generally.

## B. Confidentiality

1. Employees should respect the confidentiality of sensitive information held by the PSI including commercially sensitive information, personal information and information received in confidence by the public body. Obligations in relation to the disclosure of confidential information do not cease when employment has ended.
2. Schedule 1 paragraph 11 of the [Pharmacy Act 2007](#) provides for the prohibition of unauthorised disclosure of confidential information as an employee of the PSI. A person who discloses confidential information shall be guilty of an offence.
3. Employees should also comply with relevant statutory provisions (e.g. Data Protection legislation and the Freedom of Information Act).

## C. Conflicts of Interest

1. Schedule 1 paragraph 10 of the [Pharmacy Act 2007](#) provides that if an employee or a connected relative has a material interest in a matter they must disclose this to the Council. Where an employee fails to make a disclosure in accordance with paragraph 10, the Council may decide the appropriate action, following a disciplinary process, which may include the termination of an individual's contract of employment. A Register of employee interests is kept on file by the HR Unit.

## D. Obligations

1. Employees should fulfil all regulatory and statutory obligations imposed on the PSI.
2. Employees should comply at all times with the law of the country in relation to official duties and never act in a manner which is known to be, or suspected to be illegal, improper or unethical or for which we have no legal authority.

3. Employees should ensure all actions comply with any/all contractual obligations previously entered into and at all times operate in a professional, transparent and accountable manner.
4. Employees should comply with controls introduced to prevent fraud including controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel.
5. Employees are required to cooperate with internal audit in the internal audit process.
6. Employees should comply with tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.

## **E. Loyalty**

1. Employees should be loyal to the PSI and fully committed in all its regulatory functions and duties.
2. Employees should acknowledge the duty of all to conform to highest standards of public service ethics.
3. Employees should not undermine, through action or omission, the functions and duties of the PSI, its employees and management. Specifically, all grievances and concerns will be progressed through agreed internal channels prior to any action which might affect public confidence or the good name of the PSI.<sup>1</sup>

## **F. Fairness**

1. Employees should be compliant with employment equality and equal status legislation.
2. Employees should demonstrate commitment to fairness in all business dealings.
3. Employees should value all members of the public and treat them equally.

## **G. Work/External Environment**

1. Employees should promote a culture of 'speaking up' whereby workers can raise concerns regarding serious wrongdoing in the workplace without fear of reprisal.
2. Employees should place a high priority on promoting and preserving the health and safety of fellow employees.
3. Employees should minimise any detrimental impact of the operations of the PSI on the environment.

## **H. Media**

1. The giving of interviews, statements or any other information connected with the PSI should not be undertaken without the prior approval of the Registrar. This is to ensure that only authorised information is put into the public domain. All employees must comply with the PSI's media policy.

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<sup>1</sup> \*This is without prejudice to an employee's rights under the Protected Disclosure Act 2014

## **I. Dress Code**

1. All employees are expected to maintain acceptable standards of neat and appropriate dress and footwear.

## **J. Review**

1. The Code of Conduct should be reviewed on an annual basis.

## **K. Breaches of the Code**

1. Where any employee becomes aware of any event, circumstance or conduct which might constitute a breach of this Code of Conduct they are required to bring this to the attention of the Registrar. Failure to do so may itself constitute a breach of this Code of Conduct.

### **Acknowledgement:**

**I have received and read the Code of Conduct for Employees of the Pharmaceutical Society of Ireland. I understand and agree to be bound by the principles set out therein.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signed acknowledgements will be retained by the Human Resources Unit.**