



Promoting Inclusion for
People with Intellectual Disabilities

CODE OF CONDUCT FOR BOARD MEMBERS

As a Director of Kare, I have a legal responsibility to act in the best interests of the organisation and to abide by the requirements of the Companies Act, the provisions of the Ethics and Public Office Act, 1995 & 2001, the Standards of Public Office Act and the relevant Governance Codes. If any of these commitments, cause me to come in conflict with my legal obligations then these latter will take precedence.

The Code of Conduct is underpinned by the following guidelines for everybody working in / on the Board of Kare and is aligned to the Department of Health Code of Conduct for Health Services Providers 2018, Supporting a Culture of Safety, Quality and Kindness.

- **Patient Centredness / Putting People First** – We will put the needs and the voices of service users, and those providing the services, at the centre of all of our work, treating both groups with kindness, dignity and respect. We will strive for equity in access and care for all.
- **Kindness, Dignity and Respect** – We will be kind, respectful and courteous in our dealings with service users, organisations and each other.
- **Openness and Transparency, Honest Communication, Learning and Accountability** – We will communicate honestly and ensure learning when a service user has suffered harm as a result of care and accept full responsibility for our actions.
- **Excellence, Effectiveness and Efficiency** – We will take personal responsibility for excellence in our work and seek continuous improvement through self- evaluation and innovation.
- **Working Together/Team work and Patient/Family Involvement** – We will commit to collaborative working and engage with people providing and people using the services in improving and developing all aspects of our work.

The following outlines the specific responsibilities as a Board Member in relation to the Code of Conduct:

As Board Members of a health and social service provider, our primary responsibility is:

- **To ensure that we are leading an organisation that puts the service user at the centre of all that we do and in which the staff communicate any concern to us should they feel this is not the case.**

The following outlines the specific responsibilities in relation to this Code of Conduct. Accordingly, we will ensure that:

LEADERSHIP AND BEHAVIOUR:

1. Our organisation has a clearly defined purpose and set of values, expressed in ways that staff and the public can understand and relate to.
2. We uphold and promote the culture of the organisation and the values it embodies and challenge the organisation should we believe that its culture conflicts with our primary responsibility.
3. We do not engage in any behaviour which is dishonest, or which may bring the provider's, or those employed by the provider's, reputation into disrepute unfairly.
4. We avoid conflicts of interest and ensure that the resources available to us are used effectively in accordance with the mandate given to our organisation, reporting any concerns we have of this nature.

GOVERNANCE:

1. We approve appropriate corporate and clinical governance and executive structures for the organisation and monitor their ongoing implementation and effectiveness in demonstrating the delivery of compassionate, first-class care on an annual basis.
2. We approve and monitor the implementation of a system that clearly communicates the responsibilities, authority, obligations and expected conduct of Board, Executive, Employee and Employees with responsibility for managing and coordinating staff, resources and performance.
3. We approve and monitor the implementation of a system that identifies Board, Executive, Employee and Employees with responsibility

for managing and coordinating staff, resources and performance, encompasses all employees and clearly determines the individual responsible for ensuring systems, policies, procedures and practices aimed at the delivery of safe and effective care are adhered to at any given time.

4. We ensure our ongoing compliance with all governance and legislative responsibilities required of us as the Board or equivalent body of a health and social service provider (Companies Act 2014, EU Regulations/Code of Practice for the Governance of State Bodies).

SYSTEMS:

1. We oversee the effective ongoing implementation of a coordinated and organisation-wide quality improvement process that encourages and incorporates staff and service user feedback.
2. We oversee the ongoing, effective monitoring of quality of care, legal, ethical, risk, health and safety and environmental compliance, taking remedial action as appropriate.

SUPPORTING THE CODE:

1. We oversee the implementation of the Code in the organisation on an ongoing basis.
2. We are mindful of the obligations placed on staff to adopt and adhere to this Code of Conduct and take appropriate steps to ensure they are supported in doing so.
3. We value the health and wellbeing of our staff and service users and foster a culture to promote and protect health and wellbeing.

At Board level:

- I will not speak as a Board Member to the media or any public forum without the prior knowledge and approval of the Chair or CEO.
- When I am asked to represent the organisation, any comments I make will reflect current policy even if I do not agree with them.
- When speaking as a private citizen I will aim to uphold the reputation of the organisation and those who work and volunteer for it.

- I will not personally gain from my role as a Board Member, nor will I permit others to do so as a result of my actions or negligence.
- I will not accept gifts or hospitality without the consent of the Chair.
- I will commit to attend all Board meetings, and in the event of unavoidable inability to attend, will send apologies.
- I will strive to be familiar with all agenda items sent to me in good time and be prepared to contribute my opinions during meetings.
- I will honour the authority of the Chair.
- I will maintain a respectful attitude to the opinions of others.
- I understand that decisions will ideally be made by consensus but may be by vote. I will consider any majority vote as a corporate decision and will accept and support it.
- I will maintain confidentiality unless authorised to speak on matters outside Board meetings.
- I will bring to the attention of the Board any non-compliance with Statutory obligations that come to my attention.
- I will participate in appropriate induction, training and Board development activities.
- I will support the CEO in his/her executive role and the Chair in his/her leadership role.
- I understand that any substantial breach of this code may result in my removal from the Board.
- Should I wish to resign I will inform the Chair in writing, stating my reasons for resigning from the Board.
- In the event that a Board Member has raised a significant concern that has not been dealt with adequately by the CEO or Chairperson, it may be appropriate to pursue the matter under the Protected Disclosure/Good Faith Reporting Policy.
- Directors, in the furtherance of their duties, may take independent professional advice, if necessary at the reasonable expense of Kare.