

Code of Conduct

Introduction

1. All PPN representatives who are elected to represent the PPN have a duty of care and responsibility to act in the best interests of the PPN complying with the Code of Conduct and the provisions of the PPN Constitution or other updated PPN governance document(s) agreed by the Plenary.
2. The Code of Conduct must be signed by every PPN representative elected to a representative position on the various committees where the PPN has such representation, by the members of the Secretariat and by everyone who acts as a Facilitator.
3. Failure or refusal to sign this Code of Conduct will result in automatic removal from any representative role a person may hold. It is the responsibility of the PPN member to ensure that they sign this Code of Conduct.
4. This Code of Conduct details what each PPN representative will commit to in their role as a PPN representative and in all areas relating to their interaction with, and on behalf of, the PPN.
5. This Code of Conduct will be made available to all relevant stakeholders and will be available on the Limerick PPN website – so as to ensure that all PPN members, partners and stakeholders are aware of what conduct they can expect from Limerick PPN elected representatives.

1. Organisational Values

As a PPN representative, I commit to and agree to comply with the fundamental values that underpin all the activities of PPN.

2. Accountability

As a PPN representative, everything I do and every interaction I am involved in will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

3. Integrity, Respect and Honesty

I will act with integrity, respect and honesty in my conduct within and on behalf of the PPN particularly when dealing with other PPN representatives, PPN staff, the PPN membership and external individuals and agencies.

4. Transparency

I will promote an atmosphere of openness throughout the PPN in order to foster confidence in the PPN of members of the public, Local Authority Elected Members and staff, members, funders and wider community and to promote strategic and operational effectiveness of Limerick PPN.

5. Governance

As a PPN representative, I will actively support the ethos of the PPN and ensure compliance with good governance.

6. Conflicts of Interest

I commit to:

1. Act in the best interests of the PPN
1. Declare any Conflict of Interest and Conflict of Loyalty, or any such circumstance as may be viewed by others as conflicting as soon as it arises
2. Submit to the decisions of the Secretariat and comply with any requirements it has regarding potential conflicts of interest/loyalty

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7. Communications and PR relating to Limerick PPN

As a PPN representative, I will:

1. Not communicate as an elected PPN representative or a representative of a PPN member to external organisations, to the media, on social media or in any public forum without the prior knowledge and approval of the Secretariat.
2. Ensure that any comments made reflect current policy even if I do not agree with it.
3. Give due consideration for the reputation of the PPN and avoid any possible risks to the PPN's reputation whether communicating through either official and personal communications platforms.
4. Respect individual confidentiality.
5. Take an active interest in the PPN'S public image and reputation.

8. Personal Gain

As a PPN representative, I will:

1. Not personally gain from my role as a PPN representative nor permit others to do so as a result of actions or negligence.
2. Document expenses and seek reimbursement according to agreed procedure.
3. Not accept gifts or hospitality without the consent of the Facilitator.
4. Use PPN resources responsibly, when authorised in accordance with procedure.

9. In addition to the foregoing I will:

1. Not break the law or act against any regulation in force.
2. Support the PPN'S vision, principles and aims and actively promote these.
3. Always comply with and support compliance with Limerick PPN'S Constitution.
4. Seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the aims of Limerick PPN.

10. Secretariat

If, as a PPN representative, I am a member of the Secretariat, I will also:

1. Embody the principles of good governance and proper procedure in all actions and live up to the trust placed on me by my election to the Secretariat.
2. Comply and abide by the PPN governance procedures and practice.
3. Commit to attend all Secretariat Meetings, and in the event of unavoidable inability to attend, will comply with provisions of the Constitution.
4. Strive to be familiar with all agenda items I receive and be prepared to contribute to discussion and decision making at meetings.
5. Maintain a respectful attitude to the opinions of others.
6. Understand that decisions will ideally be made by consensus but may be by vote, and I will consider any majority vote as the final decision and I will accept and support it.
7. Maintain confidentiality unless authorised to speak on matters outside Secretariat meetings.
8. Agree that any breach of this code may result in my removal from the PPN or any of its constituent levels – Linkage Groups, Secretariat or any other representative role.
9. If I resign, inform the Facilitator of the Secretariat in writing, stating reasons for resigning from the Secretariat.
10. Participate in an exit interview if requested.

Signed by PPN representative: _____

Date: _____

Representative role: _____