

Code of Ethics (Procurement & Asset Disposal)

Introduction

DPC shall maintain a high reputation for ethical behaviour and fair dealing in the conduct of its business.

In most cases the decision as to what is fair and equitable will be clear-cut to any reasonable person. Nevertheless there may be circumstances where an element of doubt or ambiguity arises. In order to protect the Company and guide individuals involved in procurement it is necessary to have a written code of ethics.

All possible situations cannot be covered in this code of ethics. Therefore, if there is a doubt about the probity of any particular situation, the Procurement Manager must be consulted by the individual/s concerned.

Purpose of this Code

This code of ethics is aimed at staff engaged in purchasing, contract placement, payment approval and disposal of assets. It should be read in conjunction with the Code of Conduct of December 2011.

Principles of the Code of Ethics

The guiding principles of the Code of Ethics can be summarised under four headings:

1 Integrity

All DPC staff are expected to observe the highest standards of honesty and integrity in all business dealings on behalf of the Company. Therefore staff must:

- Refuse offers of hospitality, gifts and bribes, which may affect one's ability to make independent judgement. Any such offers should be reported to one's Function Manager.
- Reject any business practice which might reasonably be deemed to be improper.
- Avoid misrepresenting one's position or misleading potential suppliers.
- Never abuse one's position within the Company for personal gain.
- Never disclose the available budget to any potential supplier. The Procurement Manager is responsible for all commercial issues.

2 Confidentiality

Every employee of DPC owes a duty of confidentiality to the Company. Staff are required to ensure that business information, which they obtain by reason of their employment, is not misused, whether by suppliers, competitors of suppliers or competitors of DPC. In order to protect confidentiality, staff are required to:

- Ensure that confidential information is properly guarded. In particular discussions with suppliers regarding budgets should always be avoided.
- Exercise due care in communicating confidential information.
- Never use confidential information for personal gain.

3 Legality

In order to ensure compliance with Irish and EU law, staff should:

- Fulfil all regulatory and supervisory obligations imposed on DPC.
- Co-operate fully with all regulatory and supervisory bodies.
- Avoid false, inaccurate or misleading entries in records.
- Ensure that taxation legislation is upheld.
- Ensure that one's actions comply with relevant contractual obligations.
- Encourage effective and fair competition at all times
- Comply with Company purchasing, tendering and asset disposal procedures and operate within prescribed levels of authority for sanctioning expenditure
- Avoid engaging in any form of illegal or criminal activity

4 Disclosure of Interest

All DPC staff are required to disclose in writing, to the Company Secretary, details of any conflict of interest, which may affect their impartiality in carrying out their duties as soon as the possibility of any conflict of interest becomes apparent. Conflict of interest includes the following:

- Any interest, shareholding or possible conflict of interest an employee has with any form or organisation from which DPC purchases supplies, works or services, or through whom the Company proposes to sell property or services
- Any outside employment or any business interests in conflict or potentially in conflict with DPC's business or its customers or suppliers businesses.
- Any interest of an employee's immediate family which could involve such a conflict of interest.

Where a conflict of interest situation could arise for an employee he/she must desist from all dealings with the contract giving rise to that situation, and may not attempt in any way to influence the Company's decision on the matter.

Guidelines regarding gifts and hospitality

Some suppliers offer gifts, hospitality, or entertainment to individuals or groups of employees with whom they have regular business contact.

Staff may accept gifts from suppliers or contractors who have worked for DPC, provided:

- The gift is unsolicited
- The gift is of low intrinsic value e.g., diary, calendar, bottle of wine or spirits
- The value of such goods accepted in a year from any one source do not exceed €100
- The gift is disclosed to one's immediate manager / supervisor.

In all other case the circumstances must be discussed with the Function Manager who shall decide whether a gift should be returned to the sender or whether it may be retained. When a gift is being returned to the supplier it should be accompanied by a letter advising that acceptance of gifts is contrary to DPC policy. If a gift is being retained a letter of acknowledgement should be sent.

Sponsorship from suppliers

Sponsorship requested on behalf of a club or society within DPC from suppliers or contractors to DPC must not exceed €250 total from any one supplier or contractor in any year unless the approval, in writing, of the Company Secretary is obtained.

Hospitality

Modest hospitality including sporting events and golf outings may be accepted provided the Function Manager is informed and:

- The frequency and scale is not more that DPC might be expected to give in return.
- The number of DPC staff availing of the hospitality is kept to a minimum.
- Invitations do not include the provision of travel or overnight accommodation and availing of hospitality does not identify DPC in a public way with any particular supplier or contractor.

In certain circumstances e.g., group bookings; it may not always be reasonable for DPC to seek the cover the cost of travel and accommodation. In all such cases the relevant Function Manager, having been informed about the offer and the pertinent circumstances, shall decide whether the offer may be accepted in full. A letter to the supplier should acknowledge acceptance, partial-acceptance or rejection of an offer of hospitality.

Visiting suppliers or reference sites

Whilst visits to suppliers' and reference sites are extremely important in achieving value for money all relevant costs of doing so should be borne by DPC.

Breaches

Breaches of the Code of Ethics shall be regarded as a breach of discipline and will be dealt with in accordance with the disciplinary policy.