

<b><i>Civil Service Code of Standards and Behaviour – Guidelines for the Public Appointments Service</i></b>		
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<b>Effective Date: 01/07/20</b>	<b>Review Date: 30/06/22</b>	<b>Revision: #8</b>
<b>People &amp; Culture</b>		

The 'Civil Service Code of Standards and Behaviour' indicates that each Department/Office would provide additional guidance for their own staff relevant to the work of their organisation.

The following are additional guidelines for staff in the Public Appointments Service.

As our main role involves recruitment and selection for the Public Service it is essential that our business is based on the principles of integrity, impartiality, effectiveness, equity and accountability.

Staff are required to maintain high standards in service delivery and the highest standards of probity. Staff must also behave appropriately at work. All staff should also ensure that their standard of dress is appropriate to the business of this organisation, and that they show consideration and respect to the public, customers and colleagues.

### **The Business of the Office**

All of the requirements of the Code apply to staff in this organisation. There are also particular issues which apply to our office, including ensuring that proper standards are maintained in relation to our access to recruitment and selection material and processes for all the posts for which we recruit. It is essential that this access is not abused in any way.

Therefore, the following specific requirements apply to all staff in this office.

- You must comply with the Code of Practice for the Protection of Personal Data in PAS.
- You must inform HR (in writing or by e-mail) when you, or a member of your family, or close friends, have applied (or intend to apply) for a competition run by this Office.
- No information can be supplied to your personal contacts (friends, family, etc.) in relation to our processes, procedures, or documentation that would not normally be supplied to members of the public/applicants for competitions. Standard procedures must be followed in the assignment process of all applicants, including the assignment of any contacts of staff involved in the assignment process.
- If you have access to any of the assessment/selection processes, or the material involved, you must not use this access to benefit yourself should you apply for any of

these posts in the future. Therefore, only material that is required in order for you to carry out your duties must be read. If you intend to apply for a competition you should not access any material related to that competition.

- You must only access information which is required in the course of your work. You should not therefore access information in relation to colleagues, other contacts, or the general public unless required to do so as part of the work of your section. You should also be aware that you have signed the Official Secrets Act and the Civil Service Code of Standards and Behaviour and must therefore not discuss any of the information you have access to with anyone other than staff members which are directly involved in a particular campaign.
- If you are an applicant for a competition run by this Office you can contact the section involved if requested to do so, or if you have a general query in relation to your application (similar to queries candidates might normally be expected to contact sections with). Staff should not have greater access to information (e.g. in relation to what vacancies may exist or advance notice of results) than external candidates for the same competition. If you do have queries (other than general queries) these should be directed to the nominated intermediary (*Sandra Cairns*), who will then contact the relevant section in respect of your query and let you know the response in due course, if appropriate.
- You may not have any involvement with outside work in the area of recruitment and selection which would in any way conflict with the interests of this organisation, or which would in any way be inconsistent with your position/duties in this organisation. Voluntary work (e.g. providing assistance to schools or other groups) as set out in the External Relations Policy is acceptable.
- If you are a budget holder you must ensure that value for money is obtained in all the areas for which you have responsibility and no unnecessary expense is incurred.
- Any payments received by any staff member (other than subsistence payments) while the staff member is also paid by this office (e.g. payments from the Department of Social Protection in respect of sick leave/maternity leave or payments in respect of attendance in Court) must be handed over to the organisation immediately on receipt.
- If a staff member uses any social networking sites (or other websites) no references should be made to PAS and the sites may not be used for any purposes which could jeopardise the reputation of PAS.

### **Gifts & Hospitality**

The Code also sets out the rules regarding the acceptance of Gifts and Hospitality. These general rules apply to all staff in this Office. In this area the following specific requirements apply to all staff in this Office.

- Only gifts of modest value (e.g. diary, pen – approx. value 40 euro) can be accepted/retained. Anything more valuable must be refused or handed over to the organisation.

- No cash, cheques (or equivalent) can be accepted.
- Gifts cannot be solicited.
- No discounts, special facilities can be accepted on private purchases from suppliers you deal with in the course of your work.
- Only hospitality that is a normal business courtesy can be accepted (e.g. occasional business lunch) and care must be taken that this does not influence any decisions you take. If staff have any doubts about the acceptance of hospitality they must consult with a Principal Officer or the Chief Executive Officer.
- Any hospitality offered in excess of the above can only be accepted after consulting a Principal Officer or the Chief Executive Officer for direction.
- No payment may be accepted by any individual for work carried out on behalf of this organisation. All payments for services provided by Public Appointments Service staff must be processed through the official channels.

#### **Acceptance of Outside Appointments / Consultancies Following Retirement/Resignation**

Any staff member intending to be engaged in or connected with any outside business that he/she has dealt with or taking a role which would give the business an unfair advantage over its competitors must inform the CEO of such an intention in advance. The CEO will consider any such request in line with the guidance in the Code of Standards and Behaviour. All staff holding a designated position under the Ethics Acts cannot, within twelve months of resigning or retiring, accept an offer of appointment or consultancy which could lead to a conflict of interest, without first obtaining approval from the CEO (in the case of the CEO approval of the Outside Appointments Board is required). The full requirements of Section 20 of the Code of Standards and Behaviour apply to any such appointments/consultancies.

#### **Media Relations**

Before you engage in any form of communication with any channel of the media regarding office business you should obtain approval from Aine Gallagher, Head of Marketing or the Chief Executive Officer.

#### **Reporting Violations of the Code**

You should report any suspected violations of the Code to your Manager or any member of the People & Culture team. These reports will be kept confidential to the extent possible and consistent with the conduct of an appropriate investigation.

If it is deemed that a staff member has violated any aspect of the overall Code, or the Guidelines for this office, disciplinary action may be taken (up to and including dismissal). Please refer to the Disciplinary Code for the range of possible disciplinary actions which can be taken.

**Access Issues**

This Policy is available in alternative formats on request from any member of the People & Culture team. If there are any access issues in relation to adherence to these Guidelines please contact the DLO (currently Emma Adams) to discuss these at any stage.

**General**

If any staff member has any queries concerning this policy they should clarify it with their manager or a member of the People & Culture team.

This Policy may be amended at any time; the most up-to-date version will be available on the eHub at all times.

Below is a link to the Civil Service Codes of Standards and Behaviour document.  
[civil service codes.09.08.qxd \(sipo.ie\)](#)