



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority



Staff Code of Conduct



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Introduction

This Code of Conduct sets out the standards of integrity, behaviour and professional responsibility expected of all staff of the Health and Safety Authority.

The Code is intended to support the delivery of the organisation's functions in a manner that upholds the highest standards of ethics, accountability and transparency, and to maintain public confidence in the integrity of the public services provided by the Authority.

The Code of Conduct for staff of the Health and Safety Authority is issued in accordance with Section 55 of the Safety, Health and Welfare at Work Act 2005, which provides that:

(1) The Authority shall, following consultation with the Minister and the Minister for Finance, draw up a code of conduct in respect of controls on staff interests and ethical behaviour to apply to each member of its staff.

This Code is closely aligned with the *Civil Service Code of Standards and Behaviour* as published by the Standards in Public Office Commission, with additional guidance included where appropriate to reflect the specific circumstances of the Authority.

The objectives of this Code are to:

- ▶ **Establish** a clear set of standards of behaviour and ethical principles based on high levels of personal performance, accountability, and responsibility
- ▶ **Prevent** the development or acceptance of unethical practices
- ▶ **Promote** compliance with the highest legal, management, governance, and ethical standards in all Authority activities
- ▶ **Maintain** public confidence and trust in the Health and Safety Authority

The provisions of this Code apply to all staff, including those employed on a full-time, part-time, atypical, or seconded basis. Requirements relating to confidentiality continue to apply to former staff and those on temporary assignment. However, provisions relating to post-retirement or post-resignation obligations do not apply to staff who retired prior to the introduction of this Code in 2006.

This Code forms part of the terms and conditions of employment for all Authority staff, who are expected to adhere to its provisions at all times. The Code is referenced in contracts of employment, and is introduced during staff induction. Staff are encouraged to seek clarification on any aspects of the Code as required.

Any breach of this Code will constitute a breach of employment terms and may result in disciplinary action.

This updated version of the Code reflects the growth and development of the organisation. It reaffirms the Authority's core values and outlines how they apply in today's working environment. This Code provides a clear and relevant framework to guide staff engagement with colleagues, stakeholders, and dutyholders.

This is a principles-based document and is not intended to cover every possible circumstance. The Authority will review and update the Code as necessary to ensure its continued relevance.

July 2026

Requirements of the Code

In general, in the performance of their duties, staff of the Health and Safety Authority must:

Maintain high standards in **service delivery** by:

- ▶ conscientiously, honestly and impartially serving the Authority and the public,
- ▶ always acting within the law, and
- ▶ performing their duties with efficiency, diligence and courtesy.

Observe appropriate **behaviour** at work by:

- ▶ dealing with duty holders and stakeholders in a polite, helpful, open and timely manner, and
- ▶ treating their colleagues with respect.

Maintain the highest standards of **probity** by:

- ▶ conducting themselves with honesty, impartiality and integrity,
- ▶ never seeking to use improper influence to affect decisions concerning their official positions,
- ▶ abiding by guidelines in respect of offers of gifts or hospitality, and
- ▶ avoiding conflicts of interest.

1

Standards underpinning service delivery

The standards which underpin the general ethos of the Authority are set out below.

1.1 Impartiality

1.1.1 Staff of the Authority in the performance of their official duties must:

- a) conscientiously serve the Authority and the public,
- b) advise and implement policy impartially, and
- c) not display partiality whether as a result of personal or family ties or otherwise.

1.2 Politics

1.2.1 Staff of the Authority who propose standing for election in public office must advise the Chief Executive Officer through their manager. Staff who stand for election in public office and who are employed on particular types of work may, at the discretion of Authority, have certain conditions imposed (e.g. the Authority may examine the possibility of moving an officer to a less sensitive area).

1.2.2 Staff of the Authority may not engage in public debate (e.g. letter writing to newspapers, contributions to television, radio programmes, online forums, social media etc.) on any matter relating to the business of the Authority without the consent of their unit manager and the Head of Communications. Nothing in the foregoing shall be considered to restrict a person's constitutional or statutory rights nor shall it restrict normal public discourse that may arise in the course of industrial relations.

1.3 Respect for the law

1.3.1 The work of the Health and Safety Authority is carried out within a framework of law. It is the duty of staff of the Authority to respect these legal constraints, in particular:

- a) never to act in a manner which they know, or suspect, is illegal, improper, or unethical or for which they have no legal authority, and
- b) to exercise any discretion conferred by law in a bona fide manner in accordance with the intentions of the statute.

1.3.2 Staff of the Authority who have doubts about the legality of a particular action which they are required to take in the course of their official duties should refer the matter to their manager whose responsibility it is to issue a direction on the matter, following legal advice where necessary.

1.3.3 The Authority commits itself to fulfilling all regulatory and statutory obligations imposed on it and staff should actively work to help ensure statutory or regulatory compliance.

1.4 Disclosure of information

1.4.1 Staff should only acquire information by proper and legal means.

1.4.2 The information contained in the Authority's information systems is confidential to the Authority and information relating to the Authority or any third parties may only be accessed or used for legitimate Authority purposes.

1.4.3 The Authority supports the provision of access to general information relating to the Authority's activities in a way that is open and enhances its accountability to the general public.

1.4.4 Staff of the Authority should ensure that they deal with queries from members of the public in an open and helpful way. Under the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, the Data Protection Act and the Freedom of Information Act 2014, members of the public enjoy a legal right of access to information held by the Authority, subject to certain defined exemptions.

1.4.5 Arising from the above Acts and Regulations, certain officers are given explicit responsibility for the provision of information to members of the public. Where doubt arises, staff should consult policies or seek guidance from the FOI Officer. Staff should comply with the relevant section of the Data Protection Act and the FOI Act, and with S.72–76 'Obtaining and Disclosure of Information' in the Safety Health and Welfare at Work Act 2005, as well as S.28 of the Chemicals Act 2008 which restricts the disclosure of confidential information.

1.4.6 Particular care should be taken to safeguard information concerning personal information or data. Information relating to the commercial affairs of companies or organisations which has been submitted in connection with official business on condition, or on the reasonable assumption, that it would remain confidential should also be protected. The FOI Acts recognise the importance of protecting such information in the normal course from third party access. Where exceptionally sensitive information of a personal, commercially sensitive or confidential nature is under consideration for release in the public interest, the FOI Acts impose a number of safeguards to ensure the rights of the person(s) concerned are fully respected.

1.4.7 Staff of the Authority may not disclose personal or confidential information, unless duly authorised to do so by the Authority. Staff may not disclose any information obtained by them relating to any manufacturing, trade or commercial secrets or work processes in the performance of their functions. It remains a requirement under the Official Secrets Act 1963 that all staff, including those who are retired or on a career break, avoid improper disclosure of information gained in the course of their official work. Disclosure of information would be likely to be improper where a person has not been given responsibility to provide information to the public under legislation, or is not otherwise authorised to do so.

1.5 Dealings with the public

1.5.1 All staff should familiarise themselves with the HSA Customer Service Charter.

1.5.2 Staff of the Health and Safety Authority should:

- a) demonstrate commitment to dutyholders and the public by ensuring they have their affairs dealt with in a professional, courteous, fair and consistent manner,
- b) always give their names to whomever they are dealing with, except where given a special exemption, for example, on security grounds,
- c) ensure that dutyholders and members of the public are dealt with in a respectful manner, and treated equally,
- d) ensure that their standard of dress is appropriate to their work environment, and
- e) show due consideration and respect for the public, their colleagues and the office they hold.

1.6 Criminal convictions

1.6.1 A staff member who is convicted of a criminal offence or given the benefit of the Probation Act when charged with a criminal offence (whether the Probation Act is (i) applied where summary proceedings for an offence are brought, the case is proven and the Court decides not to proceed to conviction or (ii) applied on conviction on indictment of an offence which is punishable by imprisonment and the Court places the convicted person on probation rather than imprison him or her) must report that fact to the Head of People. For the avoidance of doubt, a staff member is not required to report the existence of a “spent conviction”, within the meaning of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 as amended. In certain circumstances, this may have implications for the performance of their duties or position. The Authority should exercise discretion in dealing with cases in the light of the merits of each case. In accordance with the HSA Data Protection Policy, and the relevant legislative provisions including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, such information will be treated in strict confidence by the Authority and no record of it will be kept, unless the information is relevant to the official duties being carried out by the officer.

1.6.2 Authority staff are required to co-operate with periodic Garda vetting.



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Behaviour at work

2.1 Attendance and performance

2.1.1 Staff of the Health and Safety Authority are required:

- a) to attend at work as required and not to absent themselves from duty without proper authorisation,
- b) to comply with the terms of the Attendance Management Policy,
- c) to act at all times in a manner consistent with the proper performance of the functions of their position and with the maintenance of public confidence in such performance, including refraining from conduct which might impair performance,¹
- d) to ensure non-discriminatory language is used in all communications, both internal and external, including display material and documents in electronic form,
- e) not to engage in any outside business or occupation except by prior written approval of the Chief Executive Officer (*see sections 3.2 and 3.3 concerning business activities outside of normal working hours*), and
- f) to comply with the terms of all official policies and procedures.

2.2 Regard for State resources

2.2.1 Staff of the Health and Safety Authority should endeavour to ensure the proper, effective, and efficient use of the Authority's financial and other resources.

2.2.2 Staff of the Health and Safety Authority are required to:

- a) take proper and reasonable care of public funds and Authority property and not to use them, or permit their use, for unauthorised purposes,²
- b) incur no liability on the part of their employer without proper authorisation,
- c) ensure that expenses, such as travel and subsistence payments, are not unnecessarily incurred either by themselves or by staff reporting to them,
- d) comply with prescribed procedures in relation to claiming of travel and subsistence,
- e) not use the Authority's resources or time for personal gain or for the benefit of persons or organisations unconnected with the Authority or its activities, and

1 The Authority Employee Assistance Programme is available to help staff manage personal difficulties, which if left, might adversely affect their work performance and/or attendance and their quality of life.

2 "De minimis" use of Authority resources, i.e. a use that results in no actual cost to the state, or the cost to the state is so small as to be insignificant or negligible, is permitted.

- f) conduct all purchasing activities of goods/services in accordance with the Authority's procurement guidelines, ensure that all purchasing is done in the most economically advantageous way for the Authority, and that authorisation levels are not exceeded.

2.2.3 Staff should ensure that financial management reports and the Authority's financial accounts accurately reflect the performance of the Authority and are not misleading or designed to be misleading.

2.2.4 All staff are required to adhere to and implement the standards and procedures set out in the Authority's Anti-Fraud Policy, with regards to observing and upholding the Authority's position on preventing, reporting and investigating fraud, bribery and corruption.

2.2.5 Staff are required to co-operate with internal audit and to supply all necessary information to the internal auditor in a timely manner.

2.3 Relations with colleagues and dignity in the workplace

2.3.1 Staff of the Health and Safety Authority should show due respect for their colleagues at work, including their values and beliefs. Staff of the Authority should ensure that their behaviour towards other colleagues is appropriate in the workplace. Staff of the Authority have a legal duty not to discriminate against colleagues on the basis of their gender, race, sexual orientation, membership of the traveller community, disability, age, marital status, family status and religious belief. Staff should support a positive working environment by observing and supporting the Authority policy on harassment, sexual harassment and bullying.

2.3.2 The Authority commits to maintaining a workplace environment that encourages and supports the right to dignity at work. All staff are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying or harassment in any form is not acceptable and will not be tolerated. The Authority's policies and procedures will underpin the principles and objectives of the Dignity at Work Policy.

2.3.3 All individuals, whether directly employed or contracted by the Authority, have a duty and a responsibility to uphold the central Dignity at Work Policy. Managers in the workplace have a specific responsibility to promote its provisions.

2.4 Working environment

2.4.1 The Authority commits to the provision of a safe and healthy work environment for its staff. All staff should cooperate to ensure that they work safely and that they do not adversely affect the safety of other staff. Staff should familiarise themselves with the contents of the Safety Statement, comply with its provisions and report workplace safety issues to their manager.

2.4.2 Staff should minimise any detrimental impact of the Authority's operations on the environment.

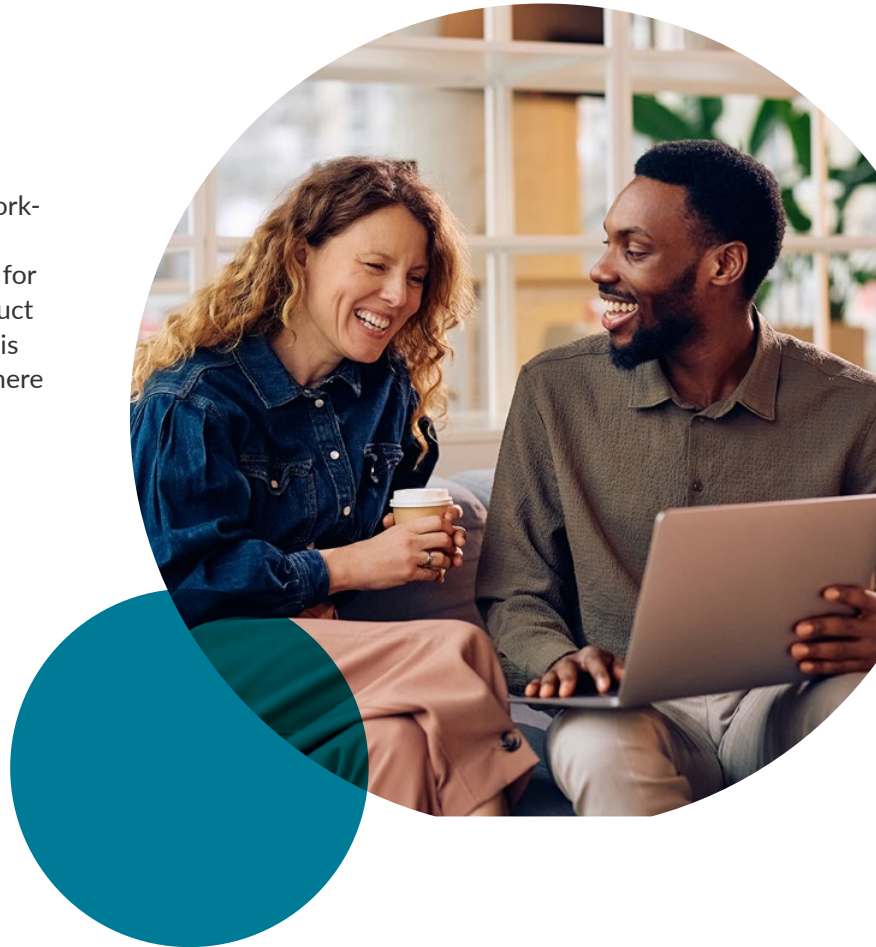
2.4.3 Managers and staff should promote a culture of speaking up where concerns can be raised about serious wrongdoing in the workplace without fear of reprisal.

2.5 Work-related social events

- 2.5.1** In addition to the Authority's legal obligation to safeguard the safety, health and welfare of employees in the workplace, this duty extends to work related social events. Similarly, staff responsibilities and obligations in the workplace extend to work-related social events. Work-related social events include formal official events and informal social occasions. In essence, any event which can reasonably be considered as an extension of the workplace is covered by this Code.
- 2.5.2** This Code applies to events which are not organised or directly endorsed or sponsored by the Authority, but which staff in their own capacity attend, and where matters addressed by this Code may arise that have an impact on the equal treatment of the individuals concerned on their return to the workplace.
- 2.5.3** Work-related events which involve an overnight stay are covered under this Code and are accordingly an extension of the working environment. Staff of the Authority are expected to conduct themselves in a safe and professional manner while in the workplace or at work-related social events. The Authority, as the employer, may be vicariously liable for the actions of staff and therefore conduct which is deemed not compliant with this Code may lead to investigation and, where appropriate, disciplinary action.

2.5.4 Staff must be aware of their obligations under the various policy documents, in particular this Code of Conduct and the central Dignity at Work Policy on anti-bullying, harassment and sexual harassment.

2.5.5 While in work or attending work-related social events, each individual staff member must ensure that they do not endanger the safety, health or wellbeing of themselves or others. This Code is not intended to inhibit or curtail the organisation of work-related social events which by their nature add to the working experience. However, these events should be treated as if they were taking place at work during office hours. As a general rule, behaviour that would not be acceptable during office hours is not acceptable at work-related social events, regardless as to when or where they take place.



3

Standards of integrity

3.1 Improper influence

3.1.1 Staff of the Health and Safety Authority are not allowed to:

- a) use their official positions to financially or otherwise benefit themselves or other persons or organisations with whom they have personal, family, business or other ties, and
- b) seek to influence decisions on matters pertaining to their official positions except through the established procedures (for example, negotiating or grievance procedures), or in such other manner as the Chief Executive Officer may approve. In particular, staff of the Authority must not use political influence to affect decisions concerning their official positions. The normal processes relating to conciliation and arbitration and other industrial processes apart, staff of the Authority are not allowed to solicit, directly or indirectly, for personal concessions in their favour, e.g. advancement, re-location, work assignment. Any breach of these rules may render a staff member liable to disciplinary action.

3.2 Conflicts of interest

3.2.1 Staff of the Authority may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the Authority, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties as staff of the Authority.

3.2.2 For this reason, if staff of the Authority intend to be engaged in or connected with any outside business or employment that may have the potential to present a conflict of interest, they must first obtain approval from the Chief Executive Officer. The CEO Office should inform the Head of People of approvals.

3.2.3 Staff of the Authority must never seek to use knowledge acquired in the performance, or as a result of, their official duties to benefit themselves, or others with whom they have personal, family or other ties. A staff member who, in the course of their official duties, comes into contact with any matter affecting any commercial undertaking, in which they have an interest, must immediately disclose the nature and extent of that interest to the Chief Executive Officer. Another staff member should in the normal course, unless the Chief Executive Officer considers it unnecessary, be assigned to deal with the matter.

3.2.4 A staff member who experiences financial difficulties which may compromise, or be reasonably seen by others to compromise, them in the performance of their duties (e.g. through bankruptcy, or insolvency, or by incurring a significant liability to any person, financial institution or other body with whom they have official dealings) must report that fact to the Chief Executive Officer. Any such information shall be dealt with in the strictest confidence by the Authority and the officer concerned will be offered such assistance as is available (for example through the Employee Assistance Programme) to resolve their difficulties.

3.2.5 A staff member is not permitted to make representations on behalf of an outside person, company, association or organisation, either as an individual or as a member of a delegation, in relation to matters for which their division has responsibility except with the specific prior consent of their Divisional Assistant Chief Executive or the Chief Executive Officer.

3.3 Disclosure of conflicts of interest

3.3.1 Staff shall comply with Section 42 of the Safety Health and Welfare at Work Act 2005:

42.-(1) *Where a member of the staff (including the Chief Executive) of the Authority or a consultant, adviser or other person engaged by the Authority has a material interest, otherwise than in their capacity as such a member or as such a consultant, adviser or other person engaged by the Authority, in any contract, agreement or arrangement, or proposed contract, agreement or arrangement, to which the Authority is a party, that person shall—*

(a) disclose to the Authority their interest and the nature of the interest in advance of any consideration of the matter,

(b) neither influence nor seek to influence a decision relating to the matter nor make any recommendation in relation to the contract, agreement or arrangement, and

(c) take no part in the negotiation of the contract, agreement or arrangement or in any deliberation by the Authority or staff of the Authority relating to the matter.

42.(2) *Subsection (1) does not apply to a person as regards a contract or proposed contract of employment of that person as a member of the staff of the Authority.*

42.(3) *Where a person contravenes this section the Authority may decide on the appropriate action to be taken including alterations to the person's terms and conditions of employment or contract for services or termination of the person's contract of employment or for services.*

3.3.2 Staff of the Authority who occupy positions which are “designated positions” for purposes of the Ethics in Public Office Acts 1995 and 2001 (the Ethics Acts) have certain statutory obligations in relation to disclosure of interests. Those obligations are additional to any which apply generally to staff of the Authority under the provisions of this Code. It should be noted that all staff of the Authority are required to observe the provisions of this Code, such as the provisions in relation to the acceptance of gifts, which are more stringent than corresponding statutory provisions.

3.3.3 The positions in the Authority which have been designated for the purposes of the Ethics Acts are contained in the Ethics in Public Office (Designated Positions in Public Bodies) Regulations 1996. In summary, staff of the Authority at Principal Officer/Programme Manager level and upwards are affected by the provisions of the Acts. The Acts also apply to a range of less senior positions (e.g. posts dealing with contracts or in commercially sensitive areas). The Board Secretary must notify an officer on their taking up duty in a designated position of the disclosure obligations attaching to that position.

3.3.4 Staff of the Authority will be furnished, upon request, with a copy of the “Guidelines for Public Servants concerning the steps to be taken by them to assist compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001” published by the Standards in Public Office Commission.

3.4 Gifts

3.4.1 Staff of the Authority should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity. The overriding concern is that the actions of staff of the Authority be above suspicion and not give rise to any actual or potential conflict of interest, and that their dealings with commercial and other interests should bear the closest possible scrutiny.

3.4.2 The receipt of gifts, as distinct from hospitality, by staff of the Authority from those with whom they have official dealings must be governed by the highest standards. Staff are required to apply the rules outlined below on the receipt of gifts. For the purposes of these provisions, the term “gift” includes any benefit which is given to a staff member free of charge or at less than its commercial price.

- Subject to any rules, which the Chief Executive Officer may determine, an officer may accept and retain gifts of modest value (e.g. diaries, pens, etc.). The general principle shall be that gifts should not exceed €100 in value in any one-year period. Any gift of more significant value, or where the staff member feels that there might be a perception of conflict of interest should be refused or, if such refusal would cause offence, should be handed over by the staff member concerned to their manager to be held as property of the Authority.
- A gift, other than a gift of modest value, given to a staff member by virtue of their official relationship with the donor or their Authority’s commercial dealings with the donor must be regarded as property of the Authority. However, benefits under frequent flier schemes may be retained by individual staff of the Authority in recognition of the fact that official travel is disruptive to personal and family life.
- Particular care should be taken in relation to gifts from donors who stand to derive a personal or commercial benefit from their relationship with the individual staff member/Unit/Division concerned.
- Cash, gift cheques or any vouchers that may be exchanged for cash may not be accepted regardless of the amount.
- Staff of the Authority may not solicit gifts, directly or indirectly.
- Staff of the Authority may not approach any business with which they have contact through their official duties seeking sponsorship or support for any club, charitable organisation, association, trade union or other organisation. Senior managers should apply discretion in the application of this rule to instances of very small patronage.
- Staff of the Authority should not accept special facilities or discounts on private purchases from suppliers with whom they have official dealings.

3.4.3 It should be noted that, under the Prevention of Corruption Acts 1889 to 2001 as amended by the Ethics in Public Office Act 1995, the corrupt giving of gifts to, or receipt of gifts by Public Servants is a criminal offence punishable by imprisonment or fine or both. The Acts provide that money, gifts or other consideration received by a public servant from a person holding or seeking to obtain a contract from a Government department/office is deemed to have been received corruptly unless the contrary is proved.

3.5 Hospitality

3.5.1 It is impossible to lay down definite rules covering the acceptance of hospitality in all circumstances. The overriding concern is that all actions of staff of the Authority in carrying out their official duties be above suspicion and not give rise to any actual or potential conflict of interest, and that their dealings with commercial and other interests should bear the closest possible scrutiny. It is accepted that staff of the Authority should not be put in a position where they cannot accept what are regarded as normal courtesies in business relationships. However, in their contacts with outside organisations or persons, every care must be taken by staff of the Authority to ensure that their acceptance of hospitality does not influence them, and could not reasonably be seen to influence them, in discharging their official functions.

3.5.1 The following guidelines provide a framework within which decisions in this area can be made:

- All offers of hospitality from commercial interests which have or might have contractual relations with the Authority must be reported by that staff member to their manager for direction.

- No objection would normally be made to the acceptance of what is regarded as routine hospitality, for example, a business lunch. What may be regarded as “routine” for this purpose will depend on a number of factors, such as the value of the hospitality offered, the frequency of offers, whether there is an element of reciprocity, and the general circumstances in which it is offered (for example, whether it is offered by a company to all its customers or is directed at specific or potential customers).
- Certain types of hospitality (for example involving travelling abroad or holiday weekends) should not be regarded as routine and should not be accepted. Managers are recommended to provide guidance to their staff having regard to the offers of hospitality which might be commonly made to their staff in line with the Authority’s Hospitality and Entertainment Policy.
- Staff of the Authority should not accept offers of hospitality which go beyond the routine practices referred to above, except where acceptance of such an offer can be clearly shown to be in the interest of the Authority and has been approved by the manager of the staff member.
- Particular care needs to be taken by staff of the Authority regarding the acceptance of routine hospitality where the Authority is involved in legal or enforcement action (e.g. offer of lunch, offer of dinner, offer of a corporate branded gift).

3.6 Work on behalf of outside bodies

- On occasions where a staff member, because of their official position, is invited to carry out work on behalf of an outside body, they must seek approval of the Chief Executive Officer.
- Where a staff member has Chief Executive Officer approval to carry out work on behalf of an outside body, they may not seek or retain payment or other benefit in kind. Where a payment is made, it should be surrendered to the Head of the Finance Unit, who will receipt it and lodge it to the Authority account. Any benefit in kind should be returned to the body in question. A small non-financial gift may be accepted by a staff member by way of recognition.
- Where a staff member has Chief Executive Officer approval to carry out work on behalf of an outside body, they shall not claim travel and subsistence from that body but must claim travel and subsistence from the Authority, which may then reclaim the travel and subsistence from that body.
- Where a staff member has Chief Executive Officer approval to carry out work on behalf of an outside body and has any doubts concerning the propriety of accepting any payment or compensation from bodies outside of the Authority/Office, the matter should be referred to their Divisional Assistant Chief Executive for determination in accordance with the guidelines outlined above. If a staff member is unhappy with the decision of an ACE they may appeal the matter to the Head of People or the Chief Executive Officer as appropriate.

3.7 Contracts with, purchases from, or sales to the Authority

- 3.7.1** A staff member should not seek contracts with the Authority for the supply of goods or services (other than for employment) either for their own benefit, or for any partnership or company with which they have an involvement in their private capacity, or on behalf of other persons or organisations.
- 3.7.2** The Authority should not knowingly undertake to contract for the supply of goods or services (other than for employment) with a staff member, or with any partnership or company with which a staff member has an involvement in a private capacity.
- 3.7.3** No purchase should be made from, and no sale made to, a staff member, any partnership or company with which a staff member has an involvement in a private capacity, in respect of goods or services.
- 3.7.4** A staff member who enters into any undertaking, or who holds any outside interest or participates in any outside business affecting, or likely to affect, an Authority contract or the purchase or sale of Authority property must immediately disclose the nature and extent of their interest to the Chief Executive Officer. A staff member shall not accept a directorship (except as a nominee of a Minister) in any company holding a Government contract, or in a company which may reasonably be expected to hold such a contract in future.
- 3.7.5** Staff of the Authority shall not negotiate or arbitrate in any matter affecting a Government contract or the purchase from or sale of goods to the State where, in their private capacities, they are interested either as principals or as shareholders in a company being one of the principals in the matter under consideration.

3.8 Acceptance of outside appointments and of consultancy engagement following resignation or retirement

- 3.8.1** It is important that staff of the Authority are fully aware of the potential for conflict of interest in accepting positions outside the Authority. It is a requirement for staff members to declare such potential conflicts of interest in order to avoid any suspicion that the advice and decisions of a serving officer might be influenced by the expectation of future employment with a particular firm or organisation. However, it is not the intention to place an unnecessary burden on staff of the Authority in this regard, and it is expected that these provisions will not affect the generality of former staff of the Authority joining outside employment.

Roles and responsibilities

This policy is reviewed and approved by the Senior Management Team.

The person with overall responsibility for application of this Code is the Head of People.

The Authority is committed to reviewing existing practices and procedures to support the needs of the employees and to identifying further initiatives that could be put into practice.



Our Vision:
**To deliver healthy and
safe working lives and
contribute to productive
enterprises**



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