

General Code of Conduct

This policy sets out certain specific rules that you should be aware of and abide by. It is impossible to account for every possible situation that may arise but as a general rule we expect you to behave reasonably at all times and protect the reputation of the organisation as a whole in all of your activities be they while at work or in your own time.

Ethical Behaviour

You must ensure that, in your dealings with clients and/or suppliers, you do not place yourself and/or the organisation in a position whereby either is compromised. You should not therefore seek personal gifts and/or services from a supplier.

Unsolicited gifts and/or services presented by a supplier must be immediately declared to the senior manager who will then decide on the best course of action.

Dress Code

We expect that you will, at all times, be appropriately attired to reflect your role in the organisation.

Company Property

We expect that all property and equipment of the organisation within your care/responsibility will be safeguarded by you and only used for the purposes intended.

No property may be removed from its proper location unless you have clear and documented authorisation to do so.

Deliberate misuse of property belonging to the organisation will be regarded as a disciplinary offence. Furthermore, the unauthorised removal of property from its assigned location will be regarded as an act of Gross Misconduct.

Telephones

The provision of a telephone is intended to assist you in your work. Whether provided with a conventional telephone line or a mobile phone, you are expected to respect the provision of this equipment and it must not be used for unnecessary personal calls. (See Appendix 4 for full policy on mobile phone usage).

Press / Media Relations

You are expected to preserve the confidentiality of the organisation at all times. Any request for press or media comment, or information must firstly go through the Director of your department who can then decide whom the appropriate person in the organisation would be to deal with the matter. Other than this only those authorised to do so, for the purposes of fulfilling their role, by the Chief Executive may comment to the press or media.

Confidentiality

A core element of your contract of employment is the maintenance of confidentiality at all times. In accordance with the provisions of the "Irish Horseracing Industry Act, 1994"

no staff member can disclose confidential information obtained while performing his/her duties unless duly authorised to do so.

Freedom of Information

The “Freedom of Information Act, 1997” allows public access to information held by public bodies, information which is not routinely available through other sources. Access to information under the Act is subject to certain exemption and involves specific procedures and time limits.

A person seeking information covered by the Act from Horse Racing Ireland can do so by sending a written request to HRI. Under the Act requests must:

- a). Specify that they are under the FOI Act and
- b). Be clear enough to enable the public body to identify the records sought.

In the case of Horse Racing Ireland all requests for information under FOI must be addressed to FOI Coordinator, Horse Racing Ireland.

Should you receive a request directly for information please direct the request to the above.

Other Employment

You must devote the whole of your time, attention and abilities during your hours of work for HRI and/or its subsidiaries to the duties assigned to you and you may not, under any circumstances – directly or indirectly, undertake any other duties outside of HRI of whatever kind during this period without the permission of HRI. A failure to obtain permission will be regarded as a disciplinary matter.

Conflicts Of Interest

You must not engage in any activity which conflicts, directly or indirectly, with your role in the organisation or the business of the organisation. In addition you must declare any interests you may have in any capacity with another company/organisation, which may be associated with the business of HRI and/or its subsidiaries.

“Customer” Privacy / Data Protection

You must honour and respect the privacy of members of the public attending racecourses for their own enjoyment, or legitimately availing of any of our facilities.

In addition all staff members with access to customer or racegoer databases shall fully comply with the provisions of the **Data Protection Acts, 1998 and 2003**. The information contained in these databases must not be used for any purpose other than those set out in the original data collection form(s).