

Foras na Gaeilge

Disclosure of Interests – Employees

Foras na Gaeilge staff are themselves an important part of the Irish language community and they will be active in certain Irish language activities and groups. Foras na Gaeilge recognises the skills and the expertise staff members bring to these groups and the experience brought back to Foras na Gaeilge accordingly. This policy seeks to recognise this, and to provide appropriate protection to staff and to Foras na Gaeilge respectively.

General policy

The paramount duty of each employee of Foras na Gaeilge is to provide a regular, punctual and satisfactory service to Foras na Gaeilge. Any activity or business during or outside of work hours which adversely affect or which may adversely affect the ability of an employee to fulfil that duty or which conflicts or which may conflict with the interests, goals or policies of Foras na Gaeilge is a breach of this policy and disciplinary action may be initiated against the employee, including dismissal.

Applicable to

All employees of Foras na Gaeilge.

Definition

Management and employees are not permitted to take part in external employment/business interests which conflict with or which may conflict with any business of Foras na Gaeilge. Therefore, Foras na Gaeilge employees must inform the Chief Executive – who keeps a confidential record – in writing of any interest or personal or family conflict which may exist which would influence their impartiality in the fulfilment of their duties if any exist or as soon as they arise, including:

- Any interest, shareholding or possible conflict of interest an employee may have with a company or organisation from which Foras na Gaeilge purchases goods, works or services.
- Any external employment or business interests which conflict or which may conflict with Foras na Gaeilge business.
- Any close family interests of the employee which may result in any kind of conflict of interests.
- Any possible conflict which may arise as a result of involvement in the assessment of an application for a grant or in the authorisation of a Foras na Gaeilge funding grant.
- A member of staff should resign from office in any organisation receiving funding, or which may apply for funding, from Foras na Gaeilge when the staff member is offered a post in Foras na Gaeilge. If the employee is associated as committee member or office holder with an organisation and they wish to make a case to remain in the organisation concerned they can do so in writing to their line manager who will submit the case to the Chief Executive whose decision will be final.
- In the case of a current employee a timetable for resignation from office in an organisation receiving funding, or which may apply for funding, from Foras na Gaeilge will have to be agreed with the Chief Executive. The employee can make a case in writing to their line manager who will submit the case to the Chief Executive whose decision will be final.
- The Chief Executive must resign from office in any organisation receiving funding, or which may apply for funding, from Foras na Gaeilge when she/he is offered the post of Chief

Executive in Foras na Gaeilge, and she/he should not take up the offer of a post/role as officer after that in any such organisation.

- All provisions of the GDPR will be adhered to and any information of this kind will be stored safely in the possession of Foras na Gaeilge. Employees have already given consent for the processing and storing of this information when they accepted appointment with Foras na Gaeilge.

Handling conflicts of interest

- i. If a conflict of interest takes place for an employee, he/she must stop dealing with the grant application, contract or case in which there is a possible conflict of interest, and he/she must not attempt to exert any influence on decisions in connection with the case.
- ii. If a question arises whether or not there has been a conflict of interest for employees in a particular case, the question must be submitted to the person to whom they are responsible. If necessary, it is the Chief Executive who will make a decision on the question, and his or her decision will be final.
- iii. In the case of employees involved in external business activities, directly or indirectly, before the implementation of the Conflict of Interest Policy or before they were employed in Foras na Gaeilge, they must inform their Director in writing of this and seek permission to continue with this type of activity.
- iv. Staff members must avoid cases in which their own personal interests may conflict with the interests of Foras na Gaeilge. Staff members especially are not permitted, for any reason, to be involved in the kind of business/consultancy with any person or company with which or which it is likely that Foras na Gaeilge may have a relationship except in their capacity as a staff member of Foras na Gaeilge.
- v. Foras na Gaeilge employees are not permitted to use Foras na Gaeilge resources or time for their own personal benefit, or for the benefit of persons or organisations which have no association with Foras na Gaeilge or with their agents.
- vi. Staff members may not redirect away from Foras na Gaeilge to their own personal benefit business opportunities presented to them during their term of employment with Foras na Gaeilge.
- vii. If it is the opinion of the management that any activity in which a staff member is involved is adversely affecting, or may adversely affect, their ability to carry out their work satisfactorily, or that there is or may be a conflict of interest as a result, Foras na Gaeilge will have the right to insist that he/she quit or decrease the activity.

24 February 2020

Date of the next review February 2023