

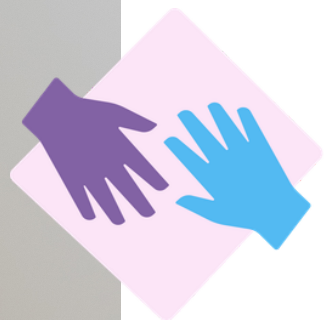


# Down Syndrome Ireland



## Down Syndrome Ireland Code of Conduct

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Down  
Syndrome  
Ireland

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## Purpose

The aim of this **Code of Conduct** is to acknowledge the respectful, inclusive, and safe environment that is enjoyed by all members, parents, families, volunteers, board members, committee members, contractors and employees of Down Syndrome Ireland (“our Community”). Compliance with the Code of Conduct is a condition of membership and for volunteering for DSI. Breaches of this conduct could result in action being taken against the member or volunteer.

## Scope

This Code applies to our Community to protect the collaborative and support environment and values of the organisation.

## Core Values

- **Unity:** We work as one organisation with a shared purpose and collective responsibility.
- **Equity:** The same high standard of support, everywhere.
- **Partnership:** We achieve more by working together with families, communities and the State.
- **Evidence:** We use data and lived experience to improve and advocate.
- **Respect:** Rights, dignity, choice and self-determination come first.

## Expected Behaviour

- **Respectful Communication:** Actively listening and seeking to understand each parties’ perspectives. Using DSI’s communication tools and social media platforms to promote the Community and its core outcomes to provide our Community with information. Everyone should be treated respectfully.
- **Responsibility:** Treating others as we would like to be treated and actively promoting and supporting our values.
- **Advocates:** Promoting the objectives and interests of DSI through their actions, engagements and communications.
- **Collaboration:** Working cooperatively with others, valuing their contributions.
- **Membership:** Being a registered member of one branch only of DSI but can participate in activities in other branches subject to the other branches’ consent.

- **Complaints:** Raising complaints, if any, through the complaint's procedure in the first instance before any third-party body is involved or contacted. This does not prohibit a member or volunteer from whistleblowing.
- **Registration:** Members'/volunteers' details will be retained by DSI in a central register.
- **Legislation:** Adhering to all legal and statutory requirements applicable to DSI.
- **Action:** Implementing, supporting, and promoting the Code of Conduct and a culture of best practice within the organisation.
- **Prioritise:** The welfare of members and families at all times.

## Unexpected Behaviour

There might be times when someone's conduct is outside of the expected behaviours of our Community. Examples of this include: discrimination in any form, bullying, using aggressive or provocative language, using social media to criticise the Community, not disclosing conflicts of personal interest, disrupting Community meetings. If that occurs, please share what has happened with DSI so we can manage this situation.

### Sharing examples of inappropriate behaviour

- Any breaches of this Code of Conduct should be shared confidentially in writing as soon as possible after the breach has occurred: in the first instance to the local Branch Chair but if the breach is of a serious nature, potentially impacting more than just the local branch, or there are a number of breaches, to the Compliance Officer of DSI or in very serious situations to the Board Secretary of DSI.
- All notifications will be treated confidentially and reviewed promptly at the relevant level.
- Member and volunteer breaches will be recorded and retained by the branch in the first instance but if the breach is serious enough to be notified to the Compliance Officer or the Board Secretary a list of breaches will be retained by them too.

## Breaches

### The impact of a breach of the Code of Conduct:

Breaches of the Code of Conduct will be reviewed at the relevant level of the Organisation depending on the severity of the behaviour. The Memorandum & Articles of Association, the Byelaws, the Employee Handbook and the Board Handbook will be the guidance for managing the breach. Serious breaches could result in the end of a membership.

**Potential consequences of a breach or breaches are:**

- Mediation will be considered if appropriate to manage the breach(es).
- A verbal or written warning as to future conduct, suspension, in part or in full, for such period as may be deemed appropriate or the termination of membership or volunteering with DSI.
- If the conclusion of the review of the breach(es) is to remove the member or volunteer from DSI, the Board of DSI will review the report from the decision makers and provide the opportunity to the member or volunteer to present their case to the Board who will consider the representations before making a decision on the required action.
- The Board will only take a decision to terminate membership or volunteering within DSI where it regards this as being in the best interests of DSI.
- The decision of the Board is final and the termination will take place no earlier than the date of service of the notice of termination.

## Committee Responsibilities

[Please find the Committee Code of Conduct here.](#)

## Conclusion

This Code will be reviewed annually by the Board and may be amended as necessary.

By adhering to this Code of Conduct, our Community agrees to uphold the organisation's values to contribute to a positive and supportive environment that enhances our collective mission.

## Agree to Terms

I confirm that I agree to abide by the terms and conditions of this Code of Conduct:

Signature: .....

Printed Name: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_