



## OUR CODE FOR WORKING TOGETHER- A shared responsibility of all staff

We all have responsibility for contributing to a positive working environment. The following behaviours can encourage genuine positive working relations among staff in the performance of their day-to-day duties and responsibilities. These behaviours are not the only positive behaviours which people bring to our workplace but we are publishing these as a prompt or a reminder of our obligations to each other and how we are expected to behave towards each other\*.

### Accessibility and Openness

- **Share** information with other colleagues and sections that can **assist** them in the performance of their duties and support them in learning and growing
- Be willing to make **constructive** contributions, and **open** to hearing and addressing counter viewpoints.
- Be **transparent** in decision making processes and willing to **explain** to others the rationale behind decisions.
- **Encourage** open and direct communication.

### Honesty and Integrity

- Recognise that creating a positive working environment is the responsibility of **everybody**.
- Maintain **confidentiality** in relation to our work and particularly in relation to private or sensitive information. In particular, be **aware** and **careful** when discussing sensitive information as to our surroundings and who could be listening.
- Be **honest** in our dealings with each other.

### Respect and Mutual Trust

- Treat everyone with **respect** and **dignity**.
- Be **courteous** in how we speak to each other, particularly when managing conflict situations.
- Recognise the **value of each other's** roles and responsibilities.
- Be **fair** and **impartial** in all your dealings with colleagues.

These behaviours relate to the more personal values as set out in our Statement of Values. As above, these are not exhaustive and we also recognise that other values such as being transparent, fair and impartial and accountable with high ethical standards underpin our day-to-day delivery of services to the Houses, their Committees, Members and their staff.

### What to do if you want help in supporting this Code?

If you want help in supporting this Code there are a number of ways to do this. You can always talk to your line manager who has a personal responsibility for coaching and mentoring you and supporting you in your duties. You can also talk to a colleague who you think demonstrates these behaviours really well and seek some tips or advice. The Training and Development Unit will also offer advice on courses or seminars which are useful and the HR Unit offers support and advice to all staff on matters personal as well as professional.

\* See the Civil Service Code of Standards and Behaviour, A Positive Working Environment and the Guidelines for staff of the Houses of the Oireachtas working with Members.