



DLR PPN Member & Representative Code of Conduct

This Code of Conduct applies to:

- all DLR PPN member organisations
- all members, officers, employees, volunteers, and nominees of member organisations when engaging in DLR PPN activities
- all DLR PPN representatives, delegates, and linkage group members
- members of the DLR PPN Secretariat; and
- DLR PPN staff.

The Code applies to conduct occurring during meetings, events, correspondence, online engagement related to DLR PPN business, and any other activity carried out under the auspices of DLR PPN.

All members and members with a representative role have a duty of care and responsibility to act in the best interests of the PPN complying with this Code of Conduct and the provisions of the Constitution.

This Code of Conduct details what each member shall commit to in their role as a representative of the PPN and in all areas relating to their interaction with, and on behalf of, the PPN.

Standards of Behaviour

All persons to whom this Code applies shall conduct themselves in a manner that supports the orderly, respectful, and effective operation of Dún Laoghaire–Rathdown Public Participation Network (DLR PPN).

Conduct which unreasonably interferes with the functioning of DLR PPN is not acceptable. This includes, but is not limited to:

- persistent disruption of meetings or PPN processes
- the use of insulting, abusive, rude or inappropriate language
- harassment or intimidation of staff and others
- repeated or unreasonable actions that place demands on staff, Secretariat, or volunteer time or impede the effective operation of the PPN.

Where such conduct occurs, it may be addressed in accordance with this Code of Conduct.



1. Organisational Values

All Members commit to and promise to comply with the fundamental values that underpin all the activities of PPN.

1.1 Values, Inclusion and Equality

DLR PPN is committed to working from an inclusive, equality-based, social justice and anti-racist perspective.

All persons and organisations to whom this Code applies must act in a manner consistent with these values. Any behaviour or activity that promotes or supports hatred, discrimination, exclusion, or violence against any person or group on the basis of ethnicity, nationality, religion, belief, gender, sexual orientation, family status, disability, age, or membership of the Traveller community, as protected under the Equal Status Acts 2000–2018, is incompatible with participation in DLR PPN.

Where an individual acting on behalf of, representing, or holding a role within a PPN member organisation acts contrary to these values, appropriate action may be taken in line with this Code.

2. Accountability

As a DLR PPN member, everything you do and every interaction you are involved in shall be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

2.1 Responsibilities of Member Organisations

Member organisations are responsible for ensuring that their representatives and participants in DLR PPN are aware of, and comply with, this Code of Conduct. Where issues arise in relation to the conduct of an individual, member organisations are expected to cooperate with the Secretariat and to take reasonable steps to address the matter.

3. Integrity and Honesty

These shall be the hallmarks of all conduct within and on behalf of the PPN particularly when dealing with fellow members and colleagues and external individuals and agencies.

4. Transparency

Members shall promote an atmosphere of openness throughout the PPN in order to promote confidence to members of the public, Local Authority Elected Members and staff, beneficiaries and regulators and to promote strategic and operational effectiveness.

5. Governance

Members shall always support the ethos and values of PPN and ensure compliance with good governance and shall:



- Commit to supporting and advocating compliance with good governance for the Community and Voluntary Sector and the myriad of groups and organisations within the sector;
- Participate in appropriate induction, training and development programmes;
- Support the Resource Worker in their executive role and the Secretariat

6. Conflicts of Interest

Members shall always:

- Act in the best interests of the PPN;
- Declare any potential ‘Conflict of Interest and Conflict of Loyalty’ or any such circumstance as may be viewed by others as conflicting as soon as it arises;
- Abide by decisions of the Secretariat and comply with any requirements it requires regarding potential conflicts of interest or loyalty.

7. Guardian of the PPN’s reputation

Members shall:

- Not speak as a member to the media or any public forum without the prior knowledge and approval of the Secretariat.
- Ensure that any comments made shall reflect current policy even if they do not agree with them.
- When speaking as a private citizen upholds the reputation of the PPN.
- Respect individual confidentiality.
- Take an active interest in the PPN’s public image.
- Not to make any representation on behalf of the PPN without first seeking a mandate from the plenary and or permission from the Secretariat.

8. Personal Gain

Members shall:

- Not personally gain from their role as a member nor permit others to do so as a result of actions or failure to declare a conflict of interest.
- Document expenses and seek reimbursement according to agreed procedure.
- Not accept gifts or hospitality without the consent of the Secretariat
- Use PPN resources responsibly, when authorised in accordance with procedures.

9. In addition to the foregoing Members shall:

- Support the PPN’s vision, values, principles and aims and actively promote them;
- Always comply with PPN’s policy and procedures;
- Seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the aims of PPN;
- Not break the law or act against any regulation in force that would bring the PPN into disrepute;
- The role of the PPN representative is to represent the views of PPN members and not just the views of your own organisation.



10. Plenary and other Meetings of PPN Members

Members attending Plenary and other meetings internal to or external to the PPN shall at all times conduct and behave in a professional manner keeping in mind at all times their conduct reflects on the integrity of the PPN and the sector and shall observe accepted practice while participating as a representative or member and shall:

- Be courteous and speak by addressing the Rotating Chair / Facilitator;
- Only address the meeting in order and as directed by Rotating Chair / Facilitator;
- Comply immediately with directions of Rotating Chair / Facilitator;
- Not cross talk or interrupt any speaker addressing the meeting;
- Follow the Agenda and strive to reach effective decisions;
- Represent the views of your member organisation;
- Turn off your mobile phones (where you have an emergency call, please leave the room);
- Be prepared for all meetings by reading relevant documents that are received in reasonable time before the meeting.

11. Secretariat

Members of the Secretariat shall:

- Embody the principles of good governance and proper procedure in all actions and live up to the trust placed on them by their election to the Secretariat.
- In the case of a vacancy, nominations to join the Secretariat may be rejected on the basis of:
 - A conflict of interest of the prospective candidate
 - The prospective candidate has not adhered to the principles or values of the DLR PPN as stated in this document and the DLR PPN Constitution.
- Comply and abide by the PPN governance procedures and practice.
- Commit to attend all Secretariat Meetings, and in the event of unavoidable inability to attend, shall comply with provisions of the Constitution.
- Strive to be familiar with all agenda items received by them and be prepared to contribute to discussion and decision making at meetings.
- Respect the authority of the Rotating Chair / Facilitator.
- Maintain a respectful attitude to the opinions of others.
- Declare any conflict of interest that may arise after they joined the Secretariat.
- Understand that decisions will ideally be made by consensus but may be by vote and shall consider any majority vote as a corporate decision and will accept and support it.
- Maintain confidentiality unless authorised to speak on matters outside Secretariat meetings.

12. Leaving the Secretariat or Representative Role

Members shall:



- Understand that any breach of this code may result in that person's removal from the PPN or any of its constituent levels – Linkage Groups, Secretariat or any representative role.
- Resign from their role if they are **considering** putting themselves forward for nomination or running for the local or national elections.
- Inform the Secretariat in writing, stating reasons for resigning from the Secretariat or representative role.
- No person may serve more than two consecutive terms on the Secretariat. Once two consecutive terms have been served, the term of office will be deemed to have expired on the anniversary of the first day of the first term, therefore resignation is not required. The resulting vacancy may be filled from this date in accordance with the Constitution. Former members of the Secretariat who completed two consecutive terms may return after one year.
- Participate in an exit interview if requested.

13. Addressing Breaches of this Code

Where a breach of this Code of Conduct is identified, the Secretariat may take such proportionate steps as it considers appropriate, having regard to the nature and seriousness of the conduct. These may include:

- informal engagement or clarification
- issuing a warning
- placing conditions on participation in PPN activities
- temporary suspension from participation in PPN structures or activities
- withdrawal of recognition of an individual as a PPN representative, delegate, participant or Secretariat member.

Action taken in respect of an individual shall not, of itself, result in the refusal or revocation of the membership of the organisation they represent, unless the organisation is reasonably determined to have endorsed, condoned, or failed to take reasonable steps to address the conduct concerned.

Any action taken under this Code shall be undertaken in accordance with fair procedures and may be subject to an appeals process as determined by the Secretariat.

14. This Code of Conduct was updated at the Plenary Meeting of the DLR PPN held on the 24th March 2026 in Crinken Centre, Shankill.

Signed on behalf of Dun Laoghaire-Rathdown Public Participation Network:

Rotating Chair / Facilitator

Sharon Pizzey

Date *24-3-2026*

Signed by Representative / Secretariat Member

Gavin Sharke

Date *24-3-2026*