



## **Conflict of Interest – Employees**

The 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.

### ***Applicability***

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 such conflict of interests.
- Any possible conflict which may occur 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 treasurer or office holder with an organisation and wishes to make a case to remain in place 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. An employee can make a case in writing to the line manager who will submit the case to the Chief Executive whose decision will be final.
- Members of staff who are former employees of bodies which regularly or occasionally apply for funding must register a risk of conflict of interest with that body for 24 months from the date of their employment with Foras na Gaeilge. After a period of 24 months the matter will be dealt with in accordance with the normal provisions of this policy.
- The Chief Executive must resign from office in any organisation which receives funding, or which might apply for funding, from Foras na Gaeilge when the post of Chief Executive in Foras na Gaeilge is offered to them, and they should not take up the offer of a post/role as an officer after that in any such organisation.
- All regulations in connection with the GDPR will be adhered to in storing information of this type securely 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 arises in the case of an employee, they should stop dealing with the application for a grant, the contract or the case in which there is the conflict of interest or a possible conflict of interest, and they are not allowed to 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. Where necessary, it is the Chief Executive who will decide the question and their 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 by Foras na Gaeilge, they must inform their director in writing of this and seek permission to continue with such 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/organisations which have no association with Foras na Gaeilge or with its activities.
- 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. Where it is the opinion of 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 they quit or decrease that activity.

**September 2025**

**Date of next review September 2028**