

Head Office:
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Sub Offices:
Arigna Enterprise Centre
Arigna, Carrick-on-Shannon
Roscommon N41 D2N8

The Shambles, Market Street
Ballaghaderreen
Roscommon F45 EW98

The Old Courthouse, Frenchpark
Roscommon F45 P929

St. Patrick's Street, Castlerea
Roscommon F45 XN59

The Code of Practice for all Roscommon LEADER Partnership Contractors operating the SICAP programme

This code of practice is adopted from the start of provision of services on the SICAP programme.

Roscommon LEADER Partnership's Code of Practice for contractors reflects the principles underlying the SICAP programme, to promote social inclusion, equality and participation for marginalised individuals and groups in County Roscommon.

The Code sets out the principles, which govern the behaviour and values of Roscommon LEADER Partnership contractors in the performance of their duties.

Contractors are obliged to:

(a) Maintain high standards in service delivery by:

- ☐ protecting the rights and promoting the interests of SICAP users
- ☐ conscientiously, honestly and impartially carrying out their duties, striving to establish and maintain trust and confidence in clients
- ☐ promoting the independence of clients
- ☐ upholding public trust and confidence in SICAP
- ☐ always acting within the law; and
- ☐ performing their duties with efficiency, diligence and courtesy
- ☐ being trained to an appropriate level, ensuring accountability for the quality of their work, and continuing to engage in professional development

(b) Observe appropriate behaviour in their work by:

- ☐ dealing with the public professionally, sympathetically, fairly and promptly; and
- ☐ treating their colleagues with respect

Chairperson: Michéal Frain CEO: Martina Earley

Directors: Fiona Ní Chuinn, Seamus Conway, Michael Conroy, James Kelly, Niall Rogers, Brian Nerney, Ghassan Shamet, Stephanie O'Connor Shaw, Paraic Noone, Hamida Jomah, John Hanley, Marianne Fallon, Mary Margaret McDonagh, Turloch Egan



The LEADER Programme 2023-2027 is co-funded by the Department of Rural and Community Development, through Ireland's CAP Strategic Plan 2023-2027 and the European Agriculture Fund for Rural Development.



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union, through the European Social Fund Plus.



The Works Units programme is co-funded by the Government of Ireland, through the Department of Social Protection, and the European Union.

Roscommon Integrated Development CLG
t/a Roscommon LEADER Partnership

Company Number: 455844 RCN: 20070878
Charitable Status Number: CHY 18467

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(c) Maintain the highest standards of integrity by:

- ☐ respecting the rights of clients, while ensuring their behaviour does not harm themselves or others
- ☐ never seeking to use improper influence,
- ☐ abiding by guidelines in respect of offers of gifts or hospitality; and
- ☐ avoiding conflicts of interest

Standards Underpinning Service Delivery

- 1. Impartiality** – respect the rights and dignity of service users, acting in the best interest of the service user at all times, while maintaining impartiality and a high standard of personal conduct
- 2. Respect for the Law** - The work of Roscommon LEADER Partnership is carried out within a framework of law. It is the duty of Roscommon LEADER Partnership contractors to respect these legal constraints
- 3. Disclosure of Information** – maintaining and protecting company and service user confidential information, seeking informed consent, maintaining accurate records
- 4. Dealings with the Public** - Carry out your duties professionally and ethically

The Provisions of this Code of Practice applies to all contractors

I HEREBY CERTIFY I have read and I commit to comply with RLPs Code of Practice operating the SICAP programme;

Name of Contractor _____

Signature of Contractor _____

Date _____

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