



INDIGO ROCK
MARINE RESEARCH CENTRE

Employee Code of Conduct

1. Introduction

Indigo Rock Marine Research Centre (IRMRC) is committed to maintaining the highest standards of integrity, professionalism, and compliance with **Irish law** and **Research Ireland's** guidelines. This Code of Conduct provides ethical and professional guidelines for all employees, ensuring that our work environment fosters respect, accountability, and scientific excellence.

2. Compliance with Laws and Regulations

Employees must comply with all applicable laws, including but not limited to:

- The **Employment Equality Acts 1998–2011** (ensuring equal treatment and anti-discrimination in the workplace).
- The **Health and Safety at Work Act 2005** (promoting workplace safety and risk management).
- The **Data Protection Acts 1988–2018** and **GDPR** (ensuring confidentiality and responsible handling of personal and research data).
- The **Scientific Integrity and Research Ethics Framework** set out by The European Code of Conduct for Research Integrity, 2023. ALLEA

3. Professional Conduct and Integrity

- Employees must conduct research with **honesty, transparency, and objectivity**, ensuring accuracy and reproducibility of findings.
- **Plagiarism, fabrication, falsification, or misrepresentation of research data** is strictly prohibited.
- Conflicts of interest must be disclosed and managed appropriately.
- Employees must uphold IRMRC's **reputation** by conducting themselves professionally in all work-related activities, including conferences, fieldwork, and public engagements.

4. Workplace Environment and Respect

- Discrimination, harassment, or bullying of any kind will not be tolerated. Employees must treat colleagues, clients, and research partners with **respect, dignity, and inclusivity**.
- A commitment to **diversity, equality, and inclusion** must be maintained in all professional interactions.
- Any form of retaliation against employees who report ethical concerns or misconduct is prohibited.

5. Health, Safety, and Environmental Responsibility

- Employees must adhere to workplace **health and safety regulations**, including proper use of personal protective equipment (PPE), safe laboratory practices, and adherence to fieldwork protocols.
- IRMRC is committed to **sustainability** and environmentally responsible research practices. Employees must minimise waste, adhere to ethical marine research practices, and comply with environmental legislation.

6. Data Protection, Confidentiality, and Intellectual Property

- Employees must ensure **data integrity** and confidentiality in research, complying with **GDPR** and internal data management policies.
- Research findings and intellectual property (IP) developed within IRMRC remain the property of the institution, unless otherwise agreed upon in contracts or collaborative agreements.
- Employees must not disclose confidential information without proper authorisation.

7. Financial and Ethical Research Management

- Employees must ensure responsible use of research funding, adhering to the principles of **transparency and accountability**.
- Any form of **fraud, misuse of funds, or financial misconduct** will result in disciplinary action.
- Grant applications and project reports must reflect accurate financial and scientific information.

8. Social Media and Public Engagement

- Employees must represent IRMRC professionally in all public and online communications.
- Sensitive research information must not be shared without proper authorisation.
- Employees engaging in public outreach must ensure their statements align with IRMRC's scientific mission and ethical standards.

9. Reporting Violations and Whistleblower Protection

- Employees are encouraged to report violations of this Code of Conduct through the designated **confidential reporting system**.
- Whistleblowers will be **protected from retaliation**, as per the **Protected Disclosures Act 2014**.

10. Disciplinary Measures

Violations of this Code of Conduct may result in disciplinary action, including **verbal or written warnings, suspension, termination, or legal action**, depending on the severity of the breach.

This Code of Conduct applies to all employees, researchers, contractors, and affiliates of Indigo Rock Marine Research Centre. By signing an employment contract with IRMRC, employees acknowledge their responsibility to uphold these standards.

Effective Date: Jan 1st 2025

Approved by: Julie Maguire (Manager)