EEMUA Code of Conduct

Version: No. 001

Issued: February 2014

Next review date: February 2017

Approved: Clive Tayler

....................................................  ....................................................
EEMUA Chief Executive  12 February 2014

Approved: John Whitfield

........................................................  ........................................................
EEMUA Council Chairman  12 February 2014

on behalf of Council
EEMUA Code of Conduct

The numbering in this Code is for ease of reference only and does not imply an order of priority or have any other implication.

In the interpretation of this Code, the Laws of England and Wales shall apply.

Any suggestions for updating or revising this Approved EEMUA Code of Conduct should be addressed in writing to the Chief Executive using the contact details provided at the foot of the last page.

Maintaining Standards and Quality in General

1. We aim to observe high standards of corporate governance and to operate with integrity in all our dealings with potential, current and past Members as well as other stakeholders, offering our services honestly in a fair manner; and we expect our Members and other stakeholders to do the same.

2. We promote legitimate co-operation between Members. In doing this, we will seek to identify and apply good and best practices; and will at all times recognise and comply with the law including the requirements of Competition Law where we maintain specific policies and procedures to ensure compliance.

3. We endeavour to maintain the quality of our work through constant review of our aims, activities and outcomes, and the cost-effectiveness of our activities. Where there is a proven and positive cost or benefit to doing so, we will seek assurance under a recognised quality accreditation scheme.

4. We recognise that our Member companies may be in direct competition. We will strive to avoid showing preference towards any Member company over another.

Properly Representing Members’ Interests

5. We endeavour to represent the common interests of all our Members and avoid promoting the interests of a narrow section of Membership if this will prejudice the interests of others.

6. Where there is diverging opinion within the Membership, we are prepared to present a balanced case respecting the different interests involved. Where appropriate we will work with our affiliates, with governments, government agencies and other bodies who are not Members on matters of joint concern, although our prime concern will be to support the interests of our Members and the objects for which we are established.

7. We will not engage in practices or be seen to conduct ourselves in a manner which may be detrimental to the industry sectors we represent.

8. We never knowingly make false or misleading claims or misrepresent the views of others. We will use reasonable endeavours to ensure the truth and accuracy of any statements made or information provided to any third party.

9. We will seek to understand and follow the relevant rules of any public body to which we make representation.
Respecting Our Identity and Rights – and also Those of Others

10. We are clear and precise about our identity.

11. We are committed to protecting the fruits of our own endeavours and respecting the legally recognised rights of others – there should be no infringement of our own or others’ property rights.

12. We aim always to maintain commercial confidentiality and to protect all personal information received in the course of providing business services.

13. We will safeguard the confidences of past and present Members. We will not disclose these confidences to their disadvantage or prejudice unless the Member has released such information for public use or has given express permission for disclosure.

14. We are committed to maintaining fair and respectful working conditions, behaving professionally, and aiming at all times to avoid causing offence on grounds of gender, race, religion, disability or any other form of discrimination or unacceptable reference.

Ensuring we do Business with Integrity

15. We will never offer any financial or other inducement, including direct and indirect payments, offers of employment, gifts or entertainment, to any Member, prospective Member or holder of public office in an attempt to influence any decision making process which may affect our organisation.

16. We will clearly declare any financial or other relevant links to any holder of public office in order to ensure that they are protected from any potential conflict of interest.

17. We are committed to integrity in all our business dealings – no corruption.

18. We will pay our bills promptly, and expect the same of our Members and suppliers.

19. We are committed to proper record-keeping and transparent financial reporting; there should be no deception or mis-information.