

DOC-BOARD-22-11-14

Code of Conduct for the Board and Executive Committee

Document for adoption

Purpose of this item

To officially adopt the Code of Conduct which was discussed and approved online.

Background:

At the first Board meeting of the newly elected Board on Sunday June 25th in Athens, the Board unanimously agreed to adopt a code of conduct, to ensure that EDFs elected representatives, in the Board and the Executive Committee, have clear guidance on the conduct expected from them. This document has been reviewed by the executive committee in its meeting in Spain in Madrid, and some changes were already made. The executive committee reviewed the document and approved it then by written procedure. It was then unanimously accepted by the Board via written procedure.

Questions for the Board and vote

- Do you adopt the Code of Conduct?
- It is available for signing during this meeting.

Code of Conduct for the Executive Committee and Board

Introduction

Code of Conduct for the Executive Committee and Board

Terminology: 'Members' refers to all members of the Executive Committee the Board and the President.

1. **Code of conduct:** The Members conduct themselves at all times in line with the EDF statutes and internal rules and the [EDF code of conduct, which states that:](#) all

Members, will act with honesty, integrity and openness in their work. EDF promotes a working environment that values respect, fairness, dignity, and integrity, and therefore Members commit themselves to communicating respectfully and honestly with EDF secretariat staff, with each other, with other EDF members representatives, within EDF meetings and events. The Members are bound by all EDF policies including:

- Data Protection Policy
 - Whistleblower Protection Policy
 - Safeguarding Policy
 - Fraud Policy
 - Anti-harassment Policy
2. **Confidentiality of the debates and information:** internal Executive and Board debates, confidential information or material (donors, members, staff, etc.) provided to, or discussed at Executive and Board meetings or via email (when marked private), remain internal and confidential within the confines of the executive or board and are not to be discussed external to those bodies.
 3. **Maintaining the good reputation of EDF:** Members conduct themselves in a manner which does not damage or undermine the reputation of EDF. In their public lives, their speeches and actions should not contradict the human rights values of EDF, upholding the rights of persons with disabilities in all their diversity.
 4. **Conflict of interest:** Conflicts of interest can arise from financial, personal, political or other interests of individuals representing EDF. These can impact an organisations strategy and integrity, the management of financial resources, recruitment, contracting, procurement, travel, and participation in activities. Members should inform the meeting when they have a conflict of interest so that they can be excused from the discussion and decisions concerned, in order to avoid conflict of interest, or suspected conflict of interest as this can be damaging to the reputation and functioning of EDF.

5. **Staff supervision and feedback.** Members are not responsible for the daily management of the EDF staff of the secretariat which is in the sole responsibility of the EDF Director. The Director ensures human resource management is in line with the Belgian law and EDF Policies and procedures. However, Members will work on specific topics and be supported by EDF staff. Any feedback on EDF staff performance is communicated privately to the Director, not during an Executive committee or Board meeting. Feedback related to the performance of the EDF Director is given directly and privately to the President, and not during meetings of the executive committee or Board.

Performance of the Executive Committee: the committee undertakes to review its own performance every 2 years. This review will be documented and shared with the EDF Board.