



January 2017

## **CECE Code of Conduct (Meetings)**

### **1. Introduction**

CECE is a multi-cultural and multi-interest environment, in which dozens of committed individuals work together to find common ground for industry in a constructive manner. Key to their daily interactions are tolerance and respect.

In the CECE “Rules of Engagement” (adopted in January 2015 in accordance with the CECE Statutes to provide the association with guidance on general governance matters) the following guiding principles were specified:

*It is explicitly agreed and recommended that consensus-reaching shall be the underlying principle of the workings of the association, to adhere to the nature and objective of CECE, being an association of associations. The principal Rules of Engagement, therefore are:*

- *CECE shall represent the common interest of its members;*
- *All CECE positions shall be adopted in a transparent manner;*
- *CECE positions are adopted on the basis of consensus, as a matter of principle;*
- *All reasonable efforts shall be made to reach consensus amongst member associations*
- *while taking due account of members’ specific interests.*

This CECE “Code of Conduct (Meetings)” specifies, here below, further crucial guidance, to which all CECE members must adhere.

### **2. Meeting principles**

#### **Attending**

- Come to the meeting with good intention, good will and acting in the best interests of your community.
- Leave past grievances at the door and focus on the positive.
- Respect the professionalism, integrity and time restraints of those presenting information to you.
- Come with a commitment to the principles of the CECE Code of Conduct (legal compliance) and Code of Conduct (Meetings).

#### **Speaking**

- Share air time – remember everyone has a voice and an opinion.
- Express yourself clearly so others can understand your point of view.



- Address the issue at hand, debate the issue vigorously but don't attack others personally.
- Be aware of your body language and speak calmly and respectfully at all times.
- Refrain from expressing any views based on gender, sexual orientation or ethnic bias.

### **Listening**

- Listen to understand, listen actively and without preconceptions.
- Be open to new ideas.
- Respect all parties and differing points of view.
- Avoid side-conversations and interjections.

### **3. Process**

CECE recognises the role of the Chairperson as facilitator and gives permission to the Chair to intervene and guide the group and individuals back from inappropriate behaviour. The Chair has the right to adjourn the meeting to address such behaviour.

The **Chairperson** will:

- Encourage a collaborative approach to the meeting.
- Ensure that each person has a chance to contribute during discussion and/or debate.
- Clarify the outcomes at the conclusion of each item.
- Ensure that the meeting is not dominated by any individual.

The Chairperson shall play an impartial role, but shall not be constrained from expressing their company or member association views on topics on the agenda.

While the Chairperson facilitates the meeting, every participant is responsible for maintaining good conduct and behaviour within the meeting. All contributions are valued and participants not be reticent in providing their input.

### **4. Violation and sanctions**

In case of a violation of the Code, and if attempts have failed to resolve the matter within the particular meeting framework (i.e. Project Teams, Product Groups, Commissions or other), the Chairperson and/or any other member of the community may issue a formal complaint to the Secretary General of CECE, requesting to solve the dispute.

The Secretary General will hear all parties involved and, when possible and/or appropriate, attempt to mediate the situation.



In case mediation fails, or without delay in cases of grave misconduct, the Secretary General will draft a written report to inform the CECE Executive Committee, identifying the options for (further) actions and/or disciplinary steps.

The Executive Committee shall discuss the report in a next meeting. In urgent cases, such meeting can be specially convened for this purpose, including per conference call.

The CECE Executive Committee has a range of measures it can impose, depending on the violation and the totality of the facts. Measures include:

- A written reprimand to the person(s) involved in copy to their delegating CECE member associations, asking to reconfirm their commitment to the Code.
- Suspension of the person(s) from CECE meetings until commitment to the Code has been reconfirmed and the Executive Committee is confident that misconduct is unlikely to happen again.
- Exclusion of the person(s) from participation in CECE meetings, with a request to the member association to assign a different delegate.
- Any other measure that the Executive Committee deems appropriate.

## **5. Application**

This code complements the "CECE Code of Conduct" which addresses competition compliance issues, and reference to which is made on each CECE meeting participants registration form, thereby binding meeting participants to abide by these rules.

Likewise, by signing this register, participants' consent to the Code of Conduct (Meetings) is considered given and, hence, expected.