



**Engineering
Equipment and Materials
Users Association**

EEMUA Policies and Procedures: No. C0

Code of Conduct

Version: No. 3

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Contents

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

EEMUA Code of Conduct

- We aim to observe high standards of corporate governance and operate with integrity, offering our services honestly in a fair manner and we expect our members and other stakeholders to do the same.

- 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.

- We promote legitimate co-operation between members. In doing this, we will seek to identify and apply good practice 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.
- 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.
- We will seek to follow the relevant rules of any public body to which we make representation and where appropriate, seek guidance from the public body on any rules of relevance.
- We will pay our bills promptly, and expect the same of our members and suppliers.
- We are committed to operating with integrity in all our dealings with potential, current and past members as well as other stakeholders.
- We recognise that our member companies may be in direct competition. We will strive to avoid showing any preference of any member company over another.
- We will never offer any financial or other inducement, including direct and indirect payments, offers of employment or non-trivial 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.
- We are committed to integrity in business dealings – no corruption
- We are committed to proper record-keeping and transparent financial reporting; there should be no deception or mis-information
- We are clear and precise about our identity.
- We will 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.
- 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 nonmembers and others on matters of joint concern, although our prime concern will be to support the interests of our members via the Objects states in our Articles of Association.
- 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.
- We will 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.

- 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.
- We aim always to maintain commercial confidentiality
- We aim to protect all personal information received in the course of providing business services.
- 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.
- We are committed to fair and respectful working conditions – no discrimination
- We will behave professionally, aiming at all times to avoid causing offence on the grounds of gender, race, religion, disability or any other form of discrimination or unacceptable reference.



Engineering Equipment and Materials Users' Association

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