



Code of Conduct

COTEC expects that anyone working for or undertaking tasks on behalf of COTEC will:

1. act with honesty and integrity
2. observe and act in line with COTEC's Constitution and Rules of Procedure - as adopted by the General Assembly
3. act in the best interest of COTEC at all times and to take all steps to assist COTEC in achieving its objectives and the effective implementation of its mission
4. avoid acting in a way that raises a conflict of interest* between a COTEC position/role and personal or professional life. If, however, such a conflict does arise, it should be declared to the Executive Committee.
5. represent COTEC in a positive and supportive manner at all times
6. at all times behave in a manner which reflects positively on the reputation of COTEC.
7. not use the position and/or any knowledge or information obtained for personal gain or benefit only
8. support actions taken by the COTEC Executive Committee
9. not engage in any deliberate behaviour which is harmful to the interests of COTEC
10. not disclose information entrusted in confidence or sensitive information obtained as a result of working within COTEC
11. not commit or be responsible for and/or party to any form of discrimination regarding disability, race, sex, ethnic origin, religion, philosophical or political opinion or other grounds
12. not give or receive gifts or favours of any kind where this might appear designed to improperly influence duties and obligations to COTEC
13. spend any allocated finances, including the budget allocated for COTEC Executive, responsibly, and to claim only the actual costs related to the task supported with receipts
14. not prefer any one member association over another, based on principles of solidarity, unity and fairness
15. ensure that any views reflect the views of COTEC in any external communication, and indicate when a response goes beyond any pre-agreed position
16. discuss any arising doubt within the Executive Committee

* A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, an Executive Committee member's objectivity, judgement or ability to act in the best interest of COTEC.