

## **Export Group for Aerospace & Defence - Executive Committee Members' Code of Conduct**

### **1. A Member must -**

- (a) treat other EC Members and the EGAD Membership with respect; and
- (b) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Export Group for Aerospace & Defence.

### **2. A Member must -**

- (a) make themselves available to attend all Executive Committee meetings and the Annual Main meeting of EGAD and if unable to attend, to provide adequate notice and reason for non-attendance.
- (b) acknowledge that three consecutive non-attendances may result in expulsion from the EC without appeal.
- (c) make themselves available to participate actively in EGAD Working Groups where their experience and knowledge may be of assistance.
- (d) be pro-active in responding to and making contributions to EGAD consultations and the sharing of information and experiences for the benefit of EGAD and its Membership.
- (e) use reasonable endeavours to support other EC Members in their work for EGAD.

### **3. A Member must not -**

- (a) disclose information given to them or the EGAD EC in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it or expressly by the EGAD EC unless they are required by law to do so.
- (b) prevent another EGAD EC Member from gaining access to information to which that person is entitled or requires in the performance of their obligations and work for and on behalf of the EGAD EC.

### **4. A Member must not, in their official capacity as an EGAD EC Member, or any other circumstance, conduct themselves in a manner which could reasonably be regarded as bringing the EC or EGAD into disrepute.**

### **5. A Member -**

- (a) must not in their official capacity, or any other circumstance, use their position as an EC Member improperly to confer on or secure for themselves or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of the EGAD Committee –
  - (i) act in accordance with the EGAD's requirements; and
  - (ii) ensure that such resources are not used for any other purposes unless that use is likely to facilitate, or be conducive to, the discharge of the purposes of EGAD or of the EC office to which the Member has been elected or appointed.

### **6. A Member must, if they become aware of any conduct by another Member which they reasonably believe involves a failure to comply with the EGAD Code of Conduct, inform the Secretary or an Officer of the EGAD EC as soon as it is practicable for them to do so.**

### **7. A Member with a personal interest in a matter who attends a meeting of the EGAD at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.**

### **8. A Member must within 28 days of receiving any gift or hospitality specifically related to any EGAD activities, provide written notification to the Secretary EGAD of the existence and nature of that gift or hospitality.**