

## **EUEA CODE OF CONDUCT**

### **Definitions**

EUEA – European-Ukrainian Energy Agency.

Member – Honorary Member and/or Regular Member of the EUEA, their representatives and/employees.

Board – The Board of EUEA.

Employee – any Employee of the EUEA.

We – Members and Employees of the EUEA.

Code – EUEA Code of Conduct.

### **1. Values**

- 1.1. We pay attention to professionalism, expertise and accuracy and maintain principles of openness, tolerance and truthfulness and will act in the most ethical way to the extent possible.
- 1.2. In the interest of transparency We publish information about our organization, staff, projects and financing, in annual reports or other appropriate means, such as the Internet.
- 1.3. We strive to avoid conflict of interests at all levels, respect human rights and fundamental freedoms.

### **2. Obligations of Members and Employees of EUEA**

- 2.1. A Member or an Employee shall endeavour to extend public knowledge and appreciation of the inherent advantages of utilizing renewable sources of energy and implementing the best practice in energy efficiency.
- 2.2. A Member or an Employee shall refrain from, oppose and discourage any untrue, offensive, unsupported and/or exaggerated statements regarding the EUEA, its Members and Employees.
- 2.3. A Member or an Employee shall inform pertinent parties of any business connections, interests or circumstances that may influence professional judgment or services, which could result in a potential conflict of interest between Members or Employees.
- 2.4. A Member or an Employee shall not disclose, directly or indirectly, information concerning the business affairs of an employer or a Member in any way without the employer's or Member's consent.
- 2.5. A Member or Employee shall not attempt either falsely or maliciously to damage the reputation, business and/or employment status of any individual, organization or agency.
- 2.6. A Member or an Employee shall not offer, give or accept any gifts, favors or services that might tend to influence him/her in the discharge of their duties.
- 2.7. A Member or an Employee shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and/or written communications, and not knowingly accept credit rightfully due another person or entity.
- 2.8. A Member or an Employee shall not condone or practice sexual harassment nor discriminate against others on the basis of religion, gender, sexual orientation, race, national origin, age, political affiliation or physical abilities.
- 2.9. A Member or an Employee having positive knowledge of a violation of the Code by another Member shall bring such action to the attention of the Board or Compliance and Ethics Committee.
- 2.10. A Member or an Employee shall strictly follow this Code of Conduct as well as all other internal rules and regulations of the EUEA by action and example and shall encourage other Member or Employee to do the same.

Evasion from following the rules of this Code and/or violation of the provisions hereof shall be deemed to be violation of the provisions of the subparagraph a) of p. 5.2. and subparagraph a) of p. 5.5. of the Charter of EUEA.

2.11. A Member or an Employee will be aware of, and comply with, all applicable laws and regulations governing its activity. A Member or an Employee will not knowingly participate in, or conduct any acts that are contrary to applicable laws, regulations and the provisions of this Code.

2.12. A Member or an Employee will maintain and respect the confidentiality of any information and/or document obtained in the course of professional relationships within the EUEA until such information and/or document is officially issued by the EUEA.

2.13. A Member or an Employee will not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation relating to his/her professional activities or the activities of the EUEA.

### **3. Financing**

3.1. We will use only funding sources that have been acquired in accordance with legal and ethical standards.

3.2. We establish partnerships and collaboration with providers of financial support only to fulfill the mission of the organization.

3.3. In the area of fundraising We aim to work with companies that work towards the common goals of EUEA.

### **4. Compliance with the Code**

4.1. In case of violation by a Member or an Employee of the provisions hereof, seriousness of the misconduct will be decided by the Compliance and Ethics Committee, which is established for this purpose. Compliance and Ethics Committee consists of two representatives of the Board.

4.2. The Compliance and Ethics Committee is elected and dismissed by Board. The Compliance and Ethics Committee's mandate shall constitute one year unless otherwise decided by the Board.

### **5. Adoption and revision of the Code**

5.1. The initial version of the Code was presented and approved at a general meeting of the Members on January 24, 2013 and can be reviewed by the Board.

### **6. Rules of Procedure of the Compliance and Ethics Committee**

6.1. Suggestions or complaints for the Compliance and Ethics Committee shall be made by any Member or Employee in writing by mail or e-mail to any of the Compliance and Ethics Committee's member, which is published on the website [www.euea-energyagency.org](http://www.euea-energyagency.org)

6.2. The Compliance and Ethics Committee will discuss the complaint within 30 days after its receipt. In the justified case the dealing of the Compliance and Ethics Committee can be extended.

6.3. Compliance and Ethics Committee Members are required to raise as much information as is available for any complaint brought, which will lead to an informed decision.

6.4. The decision of the Compliance and Ethics Committee on violation or absence of violation of the provisions hereof must be issued no later than 60 days from receiving the complaint. The decision of the Compliance and Ethics Committee is subject for the Board consideration and approval.

6.5. Decisions of the of the Compliance and Ethics Committee and Board in ethical matters shall correspond to the charter of the EUEA. Decisions of the Board on approval or rejection of the decisions of the Compliance and Ethics Committee are final.