



## ***Code of Conduct***

**Approved by the Administrative Council, Gdansk PL, 24<sup>th</sup>-25<sup>th</sup> April 2016**

The European Chemistry Thematic Network (ECTN) Association brings together people working in the area of chemistry having **different skills and viewpoints**. This diversity is fundamental to its strength and success.

ECTN is managed by an Administrative Council. ECTN also has Standing Committees, among them the Label Committee and the Virtual Education Community Committee. There are also several Ad Hoc committees and work groups.

The Label Committee is responsible for developing **CHEMISTRY EUROLABEL<sup>®</sup>** quality labels to European Chemistry degree programmes which fulfil certain strict criteria. The labels are intended to promote international recognition of degree qualifications and to document the willingness of the institutions to which they have been awarded to participate fully in the European Higher Education Area which is being constructed in the Bologna process.

The Virtual Education Community Committee is responsible for awarding **EChemTest<sup>®</sup>** knowledge certificates to students of chemistry degree programmes which fulfil strict criteria and also maintains the related database of Learning Objects. The certificates are intended to promote international recognition of the level of Chemistry knowledge reached by the student and to document its adequacy for participation in student mobility in the European Higher Education Area which is being constructed in the Bologna process.

This Code of Conduct spans the entire range of activities of ECTN. The Code of Conduct communicates to our partners and applicants that **ECTN is a reliable, trustworthy body**. It is an integral part of our corporate philosophy.

The Code of Conduct is binding on all ECTN Administrative Council, Standing Committees, other committees and work group members, and ECTN members contributing to the activities of these committees. It describes the objectives and rules that reflect its **commitment to responsible, ethically irreproachable and compliant behaviour**.

In order to achieve the highest quality standards, we work and strive constantly to **improve our structures and processes**. We are committed to openness in our dealings with our members, people who use our services, **EUROLABEL<sup>®</sup>** applicants, partners and other

organizations and institutions. Relevant information will be placed in the Public Domain, in line with internationally recognized standards. We **communicate our principles to our partners** and encourage them to adhere to the same standards that we do.

The skills and commitment of our members are our greatest assets. We expect our members to **carry out their duties to the highest professional standards**. All members will accept their individual tasks. We are committed to a fair and open debate and always seek the widest range of opinions on individual matters. The main criteria for member selection are skills and qualification. Members must avoid activities that could involve or lead to involvement of ECTN or its officers in any unlawful or unethical practice.

ECTN relies on the authenticity and accuracy of information in its records for decision making. It is of utmost importance that all **data records are secure and fall under any relevant Data Protection Acts**.

ECTN requires all members to maintain high ethical standards in **handling conflicts of interest**. They should disclose to the President of ECTN any relationship, which might give rise to a conflict of interest. Members shall not disclose information that is not known to the general public for personal gain or the benefit of anyone other than ECTN Association. The collection, **processing and use of personal data** of natural and legal persons must be in line with the applicable law.

All reports of a breach of the Code of Conduct will be kept confidential. In case of **non-compliance with this Code of Conduct**, ECTN will take action and allocate adequate resources to properly address any issues. First and foremost, ECTN Association will try to resolve the issue by reminding members of the importance of our Code of Conduct.

In all disputable issues, the members agree that the President of ECTN has the final say.

Date:.....

Signature:.....