



## Code of Professional Conduct

### 1 Purpose

As members, we have a responsibility to support the organisation's purpose, through participation, collaboration and debate. We also have a responsibility to each other, to do this with respect, honesty and fairness. This Code of Professional Conduct (the Code) describes the expectations we have of ourselves and our fellow members.

### 2 Applicability

The Code applies to:

- 2.1 all members of OIX, irrespective of their membership category
- 2.2 all non-members who participate in OIX events or projects under a Participation Agreement and governs the conduct of the individual, not the business they may represent, in all activities in the name of OIX including, but not limited to, participation in committees, forums, events, workshops, projects, the writing of blogs, reports and white papers, and the use of social media.

In the context of the Code, the term "member" is used from hereon to reflect those individuals it applies to.

### 3 Respect

Respect is our duty to show high regard for ourselves, others, and the resources entrusted to us. Resources entrusted to us may include people, money and reputation.

As members, we require the following of ourselves and our fellow members:

- 3.1 We inform ourselves about the norms and customs of others and avoid engaging in behaviour they might consider disrespectful.
- 3.2 We listen to other points of view, seeking to understand them.
- 3.3 We approach directly those persons with whom we have a conflict or disagreement. To agree to disagree is an acceptable outcome.
- 3.4 We conduct ourselves in a professional manner and do not act in an abusive manner towards others.
- 3.5 We respect the property rights of others.
- 3.6 We respect the reputation and good standing of OIX.
- 3.7 We do not exercise the power of our expertise or position to influence the decisions of others in order to benefit personally at their expense.

### 4 Honesty

Honesty is our duty to understand the truth and act in a truthful manner, both in our communications and our conduct.

As members:

- 4.1 We seek to understand truth.

- 4.2 We are truthful in our communications and our conduct.
- 4.3 We provide accurate information in a timely manner.
- 4.4 We make commitments and promises, implied or explicit, in good faith.
- 4.5 We fulfil the commitments that we undertake to the best of our abilities.
- 4.6 We protect proprietary or confidential information that has been entrusted in us.
- 4.7 We strive to create an environment in which others feel safe to tell the truth.
- 4.8 We do not engage in dishonest behaviour with the intention of personal gain or at the expense of another.
- 4.9 We shall not knowingly be party to any illegal activity.

## **5 Fairness**

Fairness is our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self-interest, prejudice and favouritism.

As members:

- 5.1 We demonstrate transparency in our decision-making process.
- 5.2 We constantly re-examine our impartiality and objectivity, taking corrective action as appropriate.
- 5.3 We provide equal access to information to those entitled to it.
- 5.4 We proactively and fully disclose any real or potential conflict of interest to the appropriate stakeholders.
- 5.5 When we realise we have a real or potential conflict of interest, we refrain from engaging in the decision-making process or otherwise attempting to influence outcomes, unless or until: we have made full disclosure to the affected stakeholders and have obtained the consent of the stakeholders to proceed.
- 5.6 We do not award or deny contracts based on personal considerations including, but not limited to, favouritism, nepotism or bribery.
- 5.7 We do not discriminate against others on the grounds of sex, sexual orientation, gender orientation, marital status, nationality, colour, race, ethnic origin, religion, age or disability, or any other condition or requirement.

## **6 Enforcement**

Breaches of the Code will be evaluated and administered according to the OIX Membership Application and Agreement and OIX Bylaws. The fact that a particular conduct is not mentioned in the Code does not prevent it from being unacceptable or discreditable and included in the Code of Conduct.