

## ESC Ethical Conduct Policy

The ESC is dedicated to achieving its mission in an open, transparent and democratic manner according to the highest standards of ethics. ESC Volunteers and employees shall:

- **Be honest and ethical** in their conduct, including the handling of actual and perceived conflicts of interest,
- **Provide information that is accurate**, objective, timely, and understandable to members and the public,
- **Maintain confidentiality** of information entrusted to them by the ESC and its partners,
- Ensure **proper use of the Society's assets**,
- **Proactively promote ethical behavior** and refuse improper influence.

Any person elected, appointed or invited to the ESC Board, to any ESC Internal Constituent Body, a Committee, Task Force, or other activity and/or whose role represents an official ESC position is required to sign the ESC Oath of Office (Annex I) before entry into service. Refusal or failure to do so will prevent the member from taking his/her office or role.

To comply with the highest standards of ethics listed above, members of the ESC will consistently conduct themselves in a manner that:

- Supports the mission and objectives of the ESC.
- Serves the overall best interests of the entire ESC including in all situations when the objectives of an Internal Constituent Body i.e. Association or Working Group or Council conflict with ESC's objectives.
- Demonstrates loyalty to the ESC and its mission.
- Brings credibility and goodwill to the ESC.
- Respects principles of fair play, correct governance and due process.
- Demonstrates respect for all individuals including staff members, volunteers, patient representatives, ESC members and sponsor representatives in all manifestations of their cultural diversity and life circumstances.
- Respects and give fair consideration to diverse and opposing viewpoints.
- Demonstrates due diligence and dedication in preparation for attendance at meetings, special events and in all other activities on behalf of the ESC.
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the ESC.
- Makes appropriate use of ESC's resources and when applicable, ensures that the financial affairs of the ESC are conducted in a responsible and transparent manner.
- Avoids real or perceived conflicts of interest.
- Conforms with the ESC Statutes, ESC Bylaws and policies approved by the Board.
- Demonstrates acceptance, respect and support of decisions legitimately taken in transaction of the ESC's activity.
- Exercise responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
- Respect the confidentiality of any data, discussion, circumstance, and matters dealt with for the ESC and relating to the ESC, ESC staff, members, volunteers, Internal Constituent Bodies or sponsors of the ESC.

Non-compliance with these rules may lead to disciplinary sanctions.