



## CODE OF CONDUCT OF EAEVE

In its 2007 International Good Practice Guidance, *Defining and Developing an Effective Code of Conduct for Organisations*, the International Federation of Accountants [1] provided the following working definition: "Principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organisation in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations."

EAEVE members and proactive participants of EAEVE activities are expected to apply and uphold the following principles:

### 1. Integrity, commitment and loyalty

EAEVE members and proactive participants of EAEVE activities shall perform their work with honesty, diligence and responsibility, obey the law and shall not knowingly be a party to any illegal activity or engage in acts that are discreditable to the association. The legitimate and ethical objectives of the association are to be respected.

Our members and proactive participants of EAEVE activities encourage each other and share their knowledge. Committee members, experts and staff members feel jointly responsible for the achievement of the aims of the association and contribute their share to fulfil the mission statement. Anybody working for EAEVE is motivated and inspired, is loyal to the association, tries to reach bars set, enjoys and grabs the opportunity for independent thought, but respects the considerable demands of responsibility and integrity that go hand in hand with this freedom.

### 2. Objectivity/Conflict of interest

EAEVE members and proactive participants of EAEVE activities exhibit the highest level of professional objectivity in gathering, and communicating information about the activity or process being evaluated. They make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

EAEVE members and proactive participants of EAEVE activities shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the association.

EAEVE members and proactive participants of EAEVE activities shall not accept anything that may impair or be presumed to impair their professional judgment.

### 3. Confidentiality

EAEVE members and proactive participants of EAEVE activities respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so („rule of transparency“).



EAEVE members and proactive participants of EAEVE activities shall be prudent in the use and protection of information acquired in the course of their duties and shall not use it for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.

#### **4. Competency and professionalism**

EAEVE members and proactive participants of EAEVE activities shall apply the knowledge, skills, and experience needed in the performance of their job.

They are eager to make excellent, creative and innovative contributions in their specific scope of functions.

#### **5. Respectfulness/ Non-discrimination**

EAEVE members and proactive participants of EAEVE activities shall treat their colleagues, member establishments, stakeholders and others with whom they do business with respect, dignity, fairness and courtesy. They are committed to maintaining a work environment that is free from mobbing and harassment.

EAEVE members and proactive participants of EAEVE activities are to apply rules and guidelines equally to all members without any type of discrimination.

#### **6. Corporate responsibility**

EAEVE members and proactive participants of EAEVE activities express support for fundamental human rights and avoid participating in business activities that abuse human rights. They shall act in a socially responsible manner, within the laws, customs and traditions of the countries in which they conduct evaluations, and contribute in a responsible manner to the development of the local member establishments.

#### **7. Creation of a culture of open and honest two-way communication**

EAEVE members and proactive participants of EAEVE activities should feel comfortable to speak his or her mind, Management have a responsibility to create an open and supportive environment where members and proactive participants of EAEVE activities feel comfortable raising questions, interacting with each other and resolve issues at the most appropriate level.

#### **8. Regular performance of evaluation**

The performance of EAEVE members and proactive participants of EAEVE activities is to be assessed on a regular basis, be it by regular reviews/interviews, be it by means of questionnaire feedback.

#### **9. Accurate Public Disclosures/record keeping/archiving**

All disclosures made in financial reports are to be full, fair, accurate, timely and understandable. Our association records are to be created, retained and disposed as part of our



normal course of business in compliance with EAEVE policies and guidelines, as well as all regulatory and legal requirements.

All association records must be true, accurate and complete, and data must be promptly and accurately entered in our books in accordance with applicable accounting principles.

All communication has to go via the office to enable archiving without gap.

#### 10. **Publicity/Transparency**

All documents and results of the evaluations done by EAEVE are publicly available on the homepage.

#### 11. **Management of finances**

The financial means available are to be employed as economically as possible, making sure that the budgeted expenditure per cost unit is not exceeded.

Date:

Signature: