

CODE OF ETHICS AND PROFESSIONAL CONDUCT

1.1 Why a Code of Ethics and Professional Conduct

Considering:

- Both ASP Global Services and participants win by ensuring a correct platform of discussion and learning in order to develop both their individual skills and the subject maturity in their organisations.
- ASP Global Services wants to ensure that all participants are committed to adherence to the applicable laws and regulations, in particular the competition laws ([The EU Competition rules on cartels](#)), during all (on- and offline) ASP Global Services activities and events.

Considering further:

- ASP Global Services believes that emphasis on acting and behaving ethically can advance the profession, both individually and collectively.
- ASP Global Services needs clear values and norms for making wise decisions and judgment, particularly when faced with difficult situations where we are confronted with the risk to compromise our integrity or our values.

ASP Global Services requires this Code of Ethics and Professional Conduct in order to ensure its role as open and unbiased conference organiser – and believes that we advance our profession, both individually and collectively, by embracing both the mandatory and the aspirational standards that we strive to uphold as event professionals.

1.2 Persons to whom the Code of Conduct applies

By becoming a participant and/or getting involved in activities of the ASP Global Services seminars and conferences, individuals agree that they accept this Code of Ethics and Professional Conduct and the Complaints procedure, which applies to all activities and events of ASP Global Services

The Code of Ethics and Professional Conduct applies to:

- 1.2.1 All ASP Global Services staff.
- 1.2.2 All ASP Global Services event participants.
- 1.2.3 All ASP Global Services speakers.
- 1.2.4 Individuals who are not a participant of the ASP Global Services events but meet one or more of the following criteria:

- Non-participants who attend a ASP Global Services event, workshop or training;
- Volunteers, who attend, organise and/or speak at a ASP Global Services event.

Mandatory standards – legal obligations

These mandatory standards of conduct have to be followed by all participants, partners/ sponsors and non-participants since they are required to do so by direct laws and or regulations. The ASP Global Services mandatory standards stipulate the following explicit principles and rules.

2.1. No anti-competitive arrangements

During all, on- and offline, meetings and events, it is prohibited to make any agreement that infringes, or possibly may infringe effective 'competition laws'. This includes:

- The direct or indirect fixing of (horizontal or vertical) prices or any other trading condition;
- Limitation or control of production, markets, technical development or investments;
- Sharing markets;
- Agreements regarding the common refusal to supply;
- All written or oral agreements and practices between undertakings which have as object or effect the prevention, restriction or distortion of competition law are prohibited.

2.2. No exchange of commercially sensitive information

The exchange of general information on business issues and a description or general discussion about the problems regarding those issues is in principle permitted. Exchange of information is mainly prohibited when it is company specific and can therefore be used (among other things) for controlling fulfillment of existing business procedures, production or market partition agreements or other agreements which infringe effective competition.

2.3. Responsibility to report infringements

Every participant has the obligation to report any infringement of the competition law that he or she observes during an ASP Global Services event (ASP Global Services)

In order to maintain a state-of-the art professional development knowledge-sharing platform, it is

important for all participants that we assure to prevent all prohibited behavior-taking place within the context of the activities organized by ASP Global Services

Aspirational standards - based on shared values and norms

The aspirational standards describe the conduct that we strive to uphold as practitioners. The core values that ASP Global Services defines as most important are: open and unbiased, responsibility and respect.

This Code of Ethics affirms these three values as its foundation. Although adherence to aspirational standards is not easily measured, norms have been defined to evaluate if conduct is in accordance with the expectation that we have of ourselves as pricing professionals.

3.1. Open and unbiased

Values:

- Being open and unbiased means that we do not exclude anyone involved in the profession from joining our activities and attending events of ASP Global Services Both ASP Global Services and participants win by ensuring an open platform of discussion and learning.
- ASP Global Services is unbiased without favoritism or prejudice towards anyone of the participants, companies, partner-companies or sponsors.
- ASP Global Services provides objective and general information enabling everyone involved to develop themselves in their organisations.

Norms:

- ASP Global Services is unbiased towards people and organisations willing to attend and/or cooperate with ASP Global Services as long as adherence to the Code of Ethics and Professional Conduct is respected.
- Clear and objective information communication is the standard in all our (on- and off line) communication and during all ASP Global Services events. We expect the same of all our participants, non-participants, partners and volunteers.

3.2. Responsibility

Values:

- Responsibility is our duty, this means to take ownership for the decisions and actions we make or fail to make, and the consequences that result.

Norms:

- Practitioners commit to inform themselves and uphold the policies, rules, regulations and laws that govern our work, professionals, and activities. They commit to report unethical or

illegal conduct to appropriate management and, if necessary, to those affected by the conduct.

- If ASP Global Services believes that a possible conflict of business interest could arise (e.g. if a sponsor of partner does not want to share its information or intellectual property with competitive representatives), ASP Global Services could be forced to exclude organizations/people for (a part) of an event/session.

3.3. Respect

Values:

- Respect is our duty, this means to show a high regard for ourselves, others and the resources entrusted to us. Resources entrusted to us may include people, money, reputation, the safety of others, and natural or environmental resources.
- We listen and seek to understand, we approach directly those persons with whom we have a conflict or disagreement to discuss and solve the issues; we respect the (intellectual) property rights of others.

Norms:

- We respect each other's points of views in our discussions, we listen to understand.
- Practitioners, and ASP Global Services, have a proactive attitude towards and fully discloses any real or potential conflicts of interest to the appropriate stakeholders.
- Presenting/use (both off- and/or online) of any material using intellectual property of other professionals can only be accepted when :
 - a) Prior authorization of the author is given, and/or;
 - b) The user clearly indicates/mentions the source of the material.
- Unauthorized use and/or presentation of material without source indication are of course an infringement of intellectual property - and a violation of this Code of Ethics.

4.1 Ethics Complaints

We believe that we can advance our profession, both individually and collectively, by embracing this Code of Ethics and Professional Conduct. Therefore ASP Global Services takes its commitment to the Code of Ethics and Professional Conduct very seriously and we hold our peers and ourselves in the business community accountable to conduct ourselves in accordance with the provisions of this Code of Ethics and Professional Conduct.

In case of a violation of this code, ASP Global Services will review this complaint. ASP Global Services takes all ethical cases brought to its attention very seriously and all cases are reviewed and acted upon as needed.

4.1.1 Violations of this Code under Chapter three should be brought to the attention of the appropriate body for resolution, always accompanied by a complete Complaint form. In the case of any violations of what is mentioned under Chapter two, there is an obligation to report this, see § 4.2.

4.1.2 ASP Global Services encourages to only file ethics complaints when they are substantiated by facts. Only if all the facts are collected can ASP Global Services objectively review the ethical complaint.

4.1.3 ASP Global Services will review whether or not the complaint is an ethical complaint, if this is not the case then this complaint will not be reviewed. This will then be communicated to the person(s) complaining. When the complaint is admissible, ASP Global Services will review this complaint,

4.2 Reporting Infringement of Mandatory regulations

Every participant has the obligation to report any infringement of the mandatory regulations that he or she observes to the proper authorities, during EPP activities. See Chapter two, in particularly § 2.4.

4.3 Complaint form

4.3.1 Individuals seeking to file an ethic complaint must complete an ethics [complaint form](#). The completed ethics complaint form must be printed out, signed, marked confidential and mailed with supporting documents to: juridique@asp-sa.fr

4.3.2. After the Complaint Form has been received, ASP Global Services will review the complaint, when the complaint is admissible ASP Global Services will review the complaint. After receiving the complete complaint form the complaint procedure will be initiated.

4.4 Complaint procedure

The procedure of filling a complaint can be found in the ethical complaint procedure promulgated by ASP Global Services These procedures are applicable to all persons to which this ASP Global Services Code applies – as stated under § 1.2. Individuals that are covered by this Code understand and agree that these procedures are a fair process for resolving all ethics matters duly adopted by ASP Global Services; and they will be bound by decisions made, and requirements issued, pursuant to these procedures.

4.4.1 In every case the ASP Global Services board has a final say in any case of an ethical complaint.