



OVERVIEW

ECA Code of Conduct

ECA's purpose is:

“To lead our industry and our member businesses to growth and prosperity”

In line with ECA's core values:

- To provide **exceptional customer service**
- To **support and empower our people**
- To achieve **success through innovation**
- To **act with integrity**
- To **work collaboratively**

Standard of behaviour of ECA representatives

This **ECA Code of Conduct** sets out the standards of professionalism expected from any individual who is representing the interests of, or acting on behalf of, ECA in any capacity.

Those representing ECA shall:

- at all times, ensure that their decisions and actions consider the health, safety and welfare of those affected or impacted by those decisions or actions;
- exercise reasonable judgment in discharging their duties as representatives of ECA – these duties are to be carried out to the best of the representative's ability;
- act ethically, professionally and conscientiously in all activities connected with the ECA (including but not limited to, attending events, meetings or other functions as ECA representatives);
- respect, as appropriate, the confidentiality of ECA matters, and the privacy of others;
- declare the nature and extent of any conflict of interest (including any issue, interest, direct or indirect, which they have in a proposed issue, transaction or arrangement with the ECA or in any transaction or arrangement entered into by the ECA which has not previously been declared), and absent themselves from any decisions of ECA in which it is possible that a conflict of interest will arise between their duty to act solely in the interests of the ECA and any other interest (including but not limited to any financial interest).

Any person absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of ECA on the matter. All such interests shall be recorded in a register of conflicts, which shall be maintained by the Secretary.

- respect the beliefs and opinions of other people, recognise social diversity and the need for respect and inclusion;
- treat everyone fairly and with dignity: representatives should communicate and interact, verbally or in writing, including on any social or other electronic media, respectfully with other ECA representatives and staff, and any other person who they deal with when representing ECA;
- uphold the integrity of ECA through impartiality, responsibility, and truthfulness – which, for the avoidance of doubt, will include taking reasonable steps to prevent and minimise;
 - bringing the ECA into serious disrepute
 - inappropriate and unbecoming behaviour
 - serious misuse of the ECA property or name
 - discrimination
 - physical violence or bullying, including any threat or suggestion of harm or potential to others
 - theft or fraud
 - incapacity brought on by alcohol or illegal drugs



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ECA wishes to identify and inform the engineering services sector and ECA Members' decisions on what represents 'fair, reasonable and good contractual practice'. ECA remains committed to fair and open competition and this document is not designed to in any way dictate what may be an appropriate risk allocation, or act as a substitute for ECA Members obtaining project and context specific legal advice and making their own commercial decisions.