

## Annex E – Sample of code of ethics: rules and values



Youth Sounding Board (YSB) members shall maintain the highest standards of ethical and professional conduct and integrity, which include honesty, truthfulness, fairness and incorruptibility, in all matters affecting their duties and responsibilities.

### DESCRIPTION OF THE ENGAGEMENT

- Refrain from any action which may reflect negatively on their position as YSB members and that might have a negative impact on the reputation and image of the European Commission;
- Always act with impartiality, objectivity and professionalism and ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of their duties and responsibilities with DG INTPA;
- Respect human rights and act with understanding, tolerance, sensitivity and respect for diversity. Treat all YSB members with respect, regardless of race, sex, sexual identity, religion, nationality, ethnic or social origin, disability, birth or other status;
- Carry out assigned tasks to the best of their abilities;
- Respect cultural differences, maintain the dignity and protect the right to privacy and confidentiality of others, DG INTPA partners, DG INTPA staff and other YSB members;
- Follow DG INTPA Youth team's communication guidelines;
- Inform DG INTPA Youth team as soon as possible of any charges or convictions brought against them;
- Inform DG INTPA Youth team as soon as possible of any safety concerns;
- Participate objectively and impartially in the work of YSB, refraining from using the YSB to pursue any commercial or exclusively private interests, any exclusive interest of organisations and entities that the YSB member is affiliated with, or political agenda;
- Respect and maintain the confidentiality of personal and privileged information both during and after their assignment;

## CONFIDENTIALITY

As a YSB member, you have an obligation not to disclose, without prior authorisation from the European Commission, information received in connection with your mandate, unless that information has already been made public, is accessible to the public or is specifically provided for consultation purposes. This includes, but is not limited to, personal information of other YSB members, consultants or staff.

All the meetings of the YSB will be held under Chatham House Rule: agreed information might be used, but it is not allowed to disclose who made what comment.<sup>1</sup> Unauthorised disclosure of information, intentionally or through negligence, notably to somebody who should not know about this information constitutes a breach of the Terms of Reference you have signed and will be dealt with accordingly.

You also have a duty to respect the privacy and confidentiality of other YSB members, who are entitled to remain anonymous, as well as members of the public you come into contact with during your mandate, for example through missions or meetings. You should respect online privacy as well. In particular, you should not tag any European Commission beneficiary, staff member or YSB member in posts, or publish information about them, their photographs or videos on any social media platform without their informed written consent. Permission should always be given by the individual concerned before sharing their personal information.

<sup>1</sup> **Chatham House Rule:** Participants can use the information received for the purpose of the YSB as outlined above, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.