

Association of Issuing Bodies  
(AIB)

Code of Conduct  
for  
Board Members, Officials  
and members of the Secretariat

v.1.0 General Meeting Brussels, 4 February 2020

**Goal:** This document establishes a set of principles and practices for the AIB Board, AIB officials and the secretariat that will set a benchmark and provide guidance and direction for conduct and decision-making of the Board and officials such as chairs of Scheme Groups and Units within the boundaries of the AoA, EECS-rules, Subsidiary Documents, and (in future) Internal Rules. The AIB association culture is open, communal and in compliance with good governance - and by working like this, AIB earns the trust of its members, staff and suppliers and is a reliable partner to them.

**Members of the Board of the AIB, AIB officials and the secretariat are committed to observe and promote the highest standards of ethical conduct in the performance of their work within and for the AIB. All promise to accept this code as a minimum guideline for ethical conduct and shall:**

#### **Accountability**

1. Comply with the Articles of Association, EECS Rules, Internal Rules and other policies of AIB, with (international) legislation and agreements applicable to AIB's operations.
2. Strive for maximal transparency: openness to all members, availability and distribution of information.
3. Exercise reasonable care, good faith and due diligence in organisational affairs, including due preparation of meetings and decisions.
4. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
5. Fully disclose, at the earliest opportunity, information of facts that could have significance in decision-making.
6. Remain accountable for prudent financial management to AIB members, the Board, and where applicable, to public authorities.

#### **Professional Excellence**

7. Maintain a professional level of courtesy, respect, and objectivity in all AIB activities.
8. Assist members of the Board, AIB officials and the secretariat in upholding the highest standards of conduct.

#### **Personal Gain**

9. Exercise the powers vested for the good of all members of the organisation rather than for his or her personal benefit, or that of the AIB member he or she represents.

#### **Equal Opportunity**

10. Ensure the right of all AIB members to appropriate any effective services without discrimination on the basis of for example but not limited to geography, political, religious, or socio-economical characteristics of the state or region represented.

#### **Confidential Information**

11. Respect the confidentiality and sensitive nature of the information known due to the status of Board member, official or member of the secretariat.

#### **Collaboration and Cooperation**

12. Respect the diversity of opinions as expressed or acted upon by the AIB Board, Scheme Groups, Units and members, and formally register dissent as appropriate.
13. Promote team spirit, collaboration, cooperation and partnership among AIB members.