



## **Society of European Affairs Professionals (SEAP\*) Code of Conduct**

RECOGNISING that European affairs professionals are a vital part of the democratic process, acting as a link between on the one hand business and civil society, and on the other, European policy makers;

RECOGNISING that European affairs professionals must observe the highest ethical standards;

RECOGNISING that the principles laid down in this code of ethical conduct provide a benchmark for all European affairs professionals;  
And therefore European affairs professionals when making representations to the EU institutions shall

### **Article 1 – Integrity**

- (1) act with honesty and integrity at all times, conducting their business in a fair and professional manner;
- (2) treat all others, including colleagues, competitors, and staff, officials or members of the EU institutions – with respect and civility at all times;
- (3) not exert improper influence on nor offer to give, either directly or indirectly, any financial inducement to staff, officials or members of the EU institutions.

### **Article 2 – Transparency**

- (1) maintain the highest standards of professionalism in conducting their work with the EU institutions;
- (2) be open and transparent in declaring their name, organisation or company, and the interest they represent;
- (3) neither intentionally misrepresent their status nor the nature of their inquiries to the EU institutions nor create any false impression in relation thereto;

### **Article 3 - Accuracy**

- (1) take all reasonable steps to ensure the truth and accuracy of all statements made or information provided by them to the EU institutions;
- (2) not disseminate false or misleading information either knowingly or recklessly; exercise proper care to avoid doing so inadvertently and correct any such act promptly;
- (3) not obtain any information from the EU institutions by illicit or dishonest means.

### **Article 4 – Confidentiality**

- (1) honour confidential information and embargoes and always abide by the rules and conventions for the obtaining, distribution and release of all EU documentation;
- (2) not sell for profit to third parties copies of documents obtained from the EU institutions.

### **Article 5 –Conflicts of interest**

- (1) avoid any professional conflicts of interest;
- (2) disclose such conflicts when they occur to those whose interests are concerned;
- (3) take swift action in order to resolve any conflict which arises.

#### **Article 6 –Former EU personnel**

- (1) only employ personnel from EU institutions subject to the published rules and confidentiality requirements of those institutions.

Moreover SEAP members shall:

#### **Article 7 Compliance**

- (1) cooperate fully with fellow members in upholding this code and its procedures;
- (2) not engage in any practice or conduct that could be in any way detrimental to the reputation of SEAP ;
- (3) in preference refer to the SEAP code of conduct when they register under the Commission's register of interests and inform the SEAP secretariat of this reference;
- (4) notify the SEAP secretariat of any challenge related to the Commission's register of interests;
- (5) accept that SEAP can apply a range of sanctions in case of non-compliance demonstrated under the SEAP code complaints procedure;

Adopted by the SEAP General Assembly in 1997 and last amended 20<sup>th</sup> January 2009 by written procedure

\*SEAP was established in 1997 to represent all those individuals active in European affairs - trade associations; corporate representatives; consultants; lawyers; non-governmental organisations; regional representatives and others - to encourage the highest standards of professionalism for European affairs activity and promote self regulation of the profession. SEAP is open to third parties to express their views on this code.