



## **Code of conduct**

adopted by the YAE Board 2016-03-16

### **General conduct**

The YAE, its representatives and members must apply the highest ethical standards to their work and scientific conduct. It is therefore mandatory that YAE members must comply with all applicable rules, regulations, and laws at all times. The YAE will not condone the activities of members who achieve results by violation of the law or unethical behavior.

### **Equality and discrimination**

The YAE always strives to be fair and objective in our advice and actions. The YAE applies the highest possible standards in order to avoid any possible influence on our decisions, actions or recommendations by issues of gender, race, creed, color, age or personal disability.

### **Membership and representation**

The existence of the YAE is built upon its active membership. The YAE is a non-profit organization and relies on voluntary contributions to our work. Thus, we expect all members to engage in and/or lead activities that further the goals of the YAE. However, to act publically on behalf of the YAE – and to become a representative – a member needs to obtain a mandate by the Board. The Board and the Chair facilitate and coordinate all official YAE activities. Information about activities can be accessed through the YAE forum.

### **Scientific or scholarly misconduct**

The YAE condemns any scientific or scholarly activity that fails to stand the closest possible public scrutiny. Representatives uncertain about the application or interpretation of ethical or legal requirements should refer the matter to the Board if time permits, or in urgent cases ask advice from the Chair, who, if necessary, will seek appropriate legal advice. The Board has the right, by qualified majority, to terminate the membership of any YAE member found to be guilty of scientific or scholarly misconduct or of breaking applicable laws or regulations.

### **Conflicts of interest**

The YAE expects that its representatives will perform their duties conscientiously, honestly, and in accordance with the best interests of the YAE. Members and in particular, Board members must not use their positions or the knowledge gained as a result of their positions for private or personal advantage.

Regardless of the circumstances, if representatives feel that a course of action may involve them in a conflict of interest, they should immediately communicate all relevant facts to their fellow Board members and the Chair. Should a YAE member or Board Member anticipate or experience any conflict of interest related to YAE activities, these should be declared ahead of time where possible.

### **Gifts, entertainment and favors**

YAE representatives must not accept gifts, payments or personal favors that could, influence or appear to influence, their decisions in favor of any person or organization that might be affected by the activities of the YAE.

### **YAE funds and other assets**

Representatives and members who administer YAE funds in any form must follow proper procedures for recording, handling and protecting money as required by applicable law for non-profit organizations. We impose strict standards to prevent fraud and dishonesty. If members become aware of any evidence of such misconduct, they should immediately advise a Board member or the Chair.

When a representative's position requires spending YAE funds or incurring reimbursable expenses, that individual must use good judgment on the YAE's behalf to ensure that good value is received for each expenditure.

### **Record keeping and communication**

Accurate and reliable records of, e.g., financial dealings and communication with other organizations or entities are necessary in order to meet the YAE's obligations and to manage its affairs. All records must accurately reflect YAE activities in a timely manner. The board members responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

### **Dealing with outside people and organizations**

YAE representative must separate their personal roles from their role at the YAE when communicating on matters not involving YAE business. Members must not use YAE identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve the YAE activities, representatives must not presume to speak on behalf of the YAE on any topic, unless they have received approval from the YAE Board. Where necessary the Board will involve the Membership in the decision-making by electronic vote.

When dealing with anyone outside the YAE, including public officials, representatives must take care not to compromise the integrity or damage the reputation of either the YAE or any outside individual or organization.

### **Privacy and confidentiality**

When handling privileged information about other members or organizations with which the YAE has dealings, the following principles should be applied:

- Collect, use and retain only data necessary for the YAE business. Whenever possible, obtain any relevant material directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain data only for as long as necessary and protect the physical security of this documentation.
- Limit internal access to privileged information to those with a legitimate reason for seeking that information. Use personal data only for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal obligation provides otherwise.

**Intellectual property and moral rights**

The YAE retains the moral rights in, and ownership of, all intellectual property that were created by YAE action unless agreed otherwise in advance. In return we respect the moral and intellectual copy-right in others' intellectual property.

**Unspecified/unexpected circumstances**

Any issues that arise that are not covered by this document will be dealt with on a case-by-case basis by the YAE Board.