IEC Code of conduct for technical work

"Who you are tomorrow begins with what you do today."

— Tim Fargo

Introduction

IEC is an international, non-governmental, not for profit, membership organization, and as a participant in the work of the IEC you are expected to conduct your affairs in accordance with the principles of IEC Code of conduct.

The Code is an obligation for participation in IEC management and committees and their subgroups that work in the framework of the *ISO/IEC Directives and IEC Statutes and rules of procedure.*

A standing agenda item is required at the beginning of all committee and working group meetings to highlight the Code and to remind all participants of the expectation that they will respect and comply with it.

It is the responsibility of all IEC actors to ensure compliance with the *ISO/IEC Directives* and to raise concerns or report, in a timely manner, if they perceive a case of behaviour that is not in accordance with the *IEC Code of conduct*. Identify and escalate disputes to ensure rapid resolution via the agreed dispute resolution processes in the *Guidance and process for addressing misconduct and breaches of the Code of conduct*.

Principles of the
IEC Code of conduct

All participants in the IEC work shall:

Respect others

- Respect others and the professional culture of international standardization within IEC.
- Conduct ourselves in a professional manner.
- Listen to and try to understand the diversity of professional views – scientific, technical, or otherwise.
- Embrace the concepts of compromise and consensus-building in the development of IEC Standards.
- Accept and respect consensus decisions of committees and their subgroups.
- Refrain from contributing the same viewpoint on a topic of discussion in a meeting.
- Refrain from returning discussions back to a closed agenda item unless new, relevant information emerges.
- Treat all persons with respect and fairness and not offer or appear to offer preferential treatment to any person or group.
- Be culturally aware of the language differences and individual skills. English is the working language in the IEC. Speak slowly and clearly, use short sentences, avoid metaphors, irony and local jargon. Be aware that words and humour that may be acceptable in one language may translate into something offensive in another.

Behave ethically

- Act in good faith, with due care and diligence, respectful of the mandate and related rules and responsibilities as stated in *the ISO/IEC Directives.*
- Promote a culture of fair and ethical behaviour, without prejudice against any IEC actor in accordance with the *IEC diversity statement*.
- Refrain from providing false or misleading information or from withholding and/or presenting information necessary to a full, fair, and complete consideration of the issues.
- Safeguard the privacy rights of other participants, and do not provide their personal information to others without their permission.

Respect confidentiality

■ Respect the confidentiality and protection of committee documents to relevant stakeholders.

Conduct in meeting, written correspondence and social media (and virtual environment)

■ Understand that while social media can be a valuable tool for spreading information about the IEC, it must always be used professionally and respectfully.
■ Understand that you are personally responsible for any content which is published, and that you are not a representative of the IEC.
■ Comply with the *IEC privacy notice* and local privacy laws and regulations where IEC meetings are held.

Uphold the consensus process

■ Uphold the principles of the consensus-based process through openness, transparency, balance and respect for each participant in alignment with internationally recognized principles of consensus in the development of standards – (WTO – Principles for the Development of International Standards, Guides and Recommendations).

Participate actively and manage effective representation

■ Participate actively in standardization activities. Make contributions to the work through the official procedures in accordance with the *ISO/IEC Directives.*
■ Indicate and uphold your roles and responsibilities and actively participate in committee work. Identify and ensure your participation role is clearly disclosed in committee work.
■ Participate in meetings, either in person, virtually or by correspondence.
■ Respond, in a timely manner, to requests for review of and commenting on documents and be prepared to represent your constituency viewpoints.
■ Engage and consult with your stakeholders to ensure they are informed, and their views represented.

Embrace training opportunities

- Participate in training opportunities associated with your roles and responsibilities.

Respect and protect the brand and reputation of IEC

- Be supportive of the vision, mission and values of the IEC as outlined in its strategy.
- Promote and uphold the brand and reputation in accordance with *IEC brand policy and implementation guidelines.*

Work for the net benefit of the international community

- Recognize that the development of International Standards and other deliverables is for the net benefit of the international community.
- Be prepared to accept consensus decisions that are in a broader interest.

Respect competition legislation

- Comply with all relevant international competition and anti-trust legislation.
- Avoid discussing issues concerning the restraint of trade, price-fixing and output restrictions, allocations of projects, customers or territories.
- Avoid collusive or anticompetitive behaviour.
- Promote a culture of adherence to the principles of competition.
- Observe and follow *Competition Law Guidelines for Participants*.

Respect patent rights

■ Disclose promptly when you or your organization are in possession of intellectual property or patent rights which affect the development of international standards and other deliverables.

Respect copyright

■ Protect IEC copyright on all documents in circulation.
■ Refrain from sharing, reproducing, or storing any documents.
■ Provide international standardizing body committee documents to relevant stakeholders for review, comment, and informing national positions, however participants remain responsible for the confidentiality and protection of the information.
■ Respect the copyright of committee documents when sharing with relevant stakeholders.

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- Respect others

- Behave ethically

- Respect confidentiality

- Conduct in meeting, written correspondence and social media (and virtual environment)

- Uphold the consensus process

- Participate actively and manage effective representation

- Embrace training opportunities

- Respect and protect the brand and reputation of IEC

- Work for the net benefit of the international community

- Respect competition legislation

- Respect patent rights

- Respect copyright

Supporting documents relevant for the Code of conduct

- ISO/IEC Directives Part 1
- IEC copyright
- Common patent policy for ITU-T/ITU-R/ISO/IEC
- IEC diversity statement
- IEC Academy training
- Guidance and process for addressing misconduct and breaches of the Code of conduct
- Competition Law Guidelines for Participants
- WTO – G/TBT/1/Rev.14
- WTO – Principles for the Development of International Standards, Guides and Recommendations
- IEC privacy notice
- IEC brand policy and implementation guidelines
- IEC vision and mission

The IEC in brief

Key figures

~170
members and affiliates

>200
technical committees

>30 000
experts from industry, test and research labs,
government, academia and consumer groups

>10 000
international standards published

4
global conformity assessment systems

>1 million
conformity assessment certificates issued

>100
years of expertise

A global network of around 170 countries
that covers 99% of world population and
electricity generation

Offers an affiliate country programme to
encourage developing countries to get
involved in the IEC free of charge

Develops international standards and runs
four conformity assessment systems to verify
that electronic and electrical products work
safely and as they are intended to

IEC International Standards represent a global
consensus of state-of-the-art
know-how and expertise

A not-for-profit organization enabling global
trade and universal electricity access

Further information

For further information, please visit the IEC website at www.iec.ch. In the "Who we are" section, you can contact your local IEC National Committee directly. Alternatively, please contact the IEC Secretariat in Geneva, Switzerland or the nearest IEC Regional Centre.

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