



Staff Association of the European Union institutions, bodies, offices and agencies

Generation 2004

Annex II – Implementing rules

Implementing Rule 3:

Ethics and conduct rules

Article 1 (Scope)

Having regard to Article 68 and Article 72(2) of the bylaws this Implementing rule is devoted to ethics and conduct rules. These provisions shall apply to all members of Generation 2004, and especially to all candidates on Generation 2004 electoral lists. A particular responsibility lies with anyone who is elected to hold a position in Generation 2004 or to represent it in any committee or forum.

Article 2 (Principles)

1. Generation 2004 was founded to be a rule-based organisation, with all members and representatives dedicated to fulfilling their duties and rights in the organisation's best interest. Members must act with integrity, dignity, loyalty, and discretion, adhering to the bylaws and implementing rules of Generation 2004, and maintaining the highest ethical standards. They are expected to act responsibly and collegially, following the decisions adopted by the governing bodies.

2. Members must avoid any situation that could lead to a conflict of interest or be perceived as such, including personal interests that may influence their duties, such as benefits to themselves, spouses, partners, or direct family members in case they were elected or appointed.

3. Members themselves are the main custodians of ethics and conduct, should they become aware of any infringements, then mechanisms are available to help addressing these.

Article 3
(Loyalty and conflict of interests)

1. Members are expected to be loyal to Generation 2004 and shall declare any conflict of interest that might appear in the performance of their rights, obligations, or duties as a member or representative of Generation 2004. Members should not be a part of organisations or promote ideas that are against the mission, principles and objectives, of Generation 2004.

2. Candidates for becoming members or observers of the Board, members or observers of the Steering Committee and candidates on electoral lists of Generation 2004 are obliged to declare any possible conflict of interest, if any of their activities in other entities coincide or have coincided in last 2 years with the activities of Generation 2004.

3. The active membership in any other group/trade union/staff association qualified as a recognised and representative organization within the Commission and or within another European union institution, body, office and agency where Generation 2004 is active might constitute a serious conflict of interest.

4. The situation referred to in paragraph 3 above applies particularly to candidates to Local Staff Committee elections, Board election and appointments to the Steering Committee.

5. The conflict of interest referred to in paragraph 3 above must be cleared by the Board in a written form, upon previous communication by the concerned member, in the following statuses or positions within the association:

- a. Members of the Board,
- b. Members of the Steering Committee (including its coordinator and secretary),
- c. Members of the Disciplinary/Ethical Committee,
- d. Secretary general,
- e. Political secretary,
- f. Coordinator of a section,
- g. Members who are appointed to a staff representation committee or working group,
- h. Members who are appointed to an internal ad-hoc committee or subcommittee,
- i. Staff hired to the Secretariat of Generation 2004,
- j. Candidates to any election list to a Local Staff Committee where the association is represented or runs the election,
- k. A member or non-member to whom a secondment is proposed.

6. The Board is responsible to advertise these rules regarding the avoidance of situations of conflict of interest upon its entry into force. The candidacy forms to positions within the association or on mandates run on behalf of the association shall contain a reminder on these ethical rules and related prohibitions.

Article 4 (Collegiality and discretion)

1. Members shall comply with the duty of loyalty towards Generation 2004 and discretion in discharging their duties. They shall act and express themselves with the restraint that Generation 2004 requires.
2. Members shall refrain from disclosing what is said at meetings of Generation 2004 or what is written in the internal Generation 2004 documents.
3. Without prejudice to the disciplinary provisions applicable to members of Generation 2004, members are responsible for the proper handling of any Generation 2004 document with special respect to restrict, sensitive and confidential documents.

Article 5 (Integrity)

All members of Generation 2004 are reminded to be truthful in all interactions and communications, ensuring their actions align with the organisation's mission, principles and objectives, regardless of the situation or audience. Trustworthiness is built and maintained by keeping promises and commitments. Members, if in a leading position, should take responsibility for their actions and decisions, openly admitting mistakes and learning from them. Transparency is key and everyone should be clear and open about their motives, decisions, and actions. Fairness plays a crucial role, as we treat others equally and without bias, ensuring everyone is treated justly. Respect for others' rights, views, and feelings is paramount, showing consideration and appreciation. Integrity also means adhering to moral and ethical standards, even when faced with challenges or inconveniences in difficult and conflictual situations.

Article 6 (Accountability)

Each member has the right to ask any other member or body of Generation 2004 to respect the rules laid down in the bylaws and implementing rules. If members perceive that one or several of these rules are not followed, they are encouraged to point this out in a sober and collegial way. Any dispute among members should always take place respecting the principles laid down in this implementing rule.

Article 7
(Ethical inquiries)

1. Members of Generation 2004 have the right to report an issue that would point to a case under scope of this implementing rule. Such report shall be put in writing with clear indication to any potential breach of Generation 2004 rules and the alleged persons or bodies. A report cannot be filed anonymously but can be anonymised and presented by another member of Generation 2004. The report is to be directed to the Board and, in case Board members are directly or indirectly involved, in addition also to the Steering Committee. The Board must file a reasoned response within 20 calendar days either rebutting the allegations or proposing an appropriate follow-up in the form of an ethical inquiry. It may decide by simple majority on whether to pass the case to the Disciplinary Committee. If the chair or more than one third of the actual board members are involved, the Disciplinary Committee must deal with the case in accordance with the proceedings set out in *Implementing rule 4: Disciplinary procedure and guarantees*.

2. Any members subject to an ethical inquiry shall have the right to be heard.

3. Members shall refuse any decision or instruction or participation in a discussion, debate or vote in relation to a matter that falls themselves in a situation of conflict of interest as established in Article 3 above.

Article 8
(Code of conduct)

A Code of conduct is attached to this implementing rule. It constitutes a set of guidelines to shape the relationships within the association, which shall be considered as tool for preventing breaches of the ethical rules or a way to reviewing problematic behaviours.

Article 9
(The Ethical Committee)

1. The role of the Ethical Committee is to give advice to the Board on ethical and moral questions. Pursuant to Article 7 above, the Board may decide opening an ethical inquiry or endorse the issue to the Disciplinary Committee. For this purpose, the Disciplinary Committee will act as an Ethical Committee in compliance with the procedural rules established in *Implementing rule 4: Disciplinary procedure and guarantees*.

2. The Ethical Committee, once in office, decides its own on its working method(s), modalities for issuing reasoned opinions and on distribution of tasks among the Committee

members. To this end, it may adopt internal guidelines where this twin responsibility will be addressed in one single document.

Article 9

(Entry into force)

Pursuant to Article 49(4)(n) and Article 72(2) of the bylaws this Implementing rule was adopted by the General Assembly on 08.10.2024 and it enters into force the following day.

Annex: Code of Conduct

This is a collection of guidelines which have shown to facilitate the co-operation of teams in general. They are deliberately kept in bullet style to be fast and easily understood. They can serve as checklist for anticipatory or ex-post self-reflection as well as for jointly reviewing a specific incidence.

General

- We revise our rules based on experience and foresight
- We accept that the impossible can't be changed
- We try to see issues from the perspectives of the others
- We start and finish always positive
- We observe confidentiality of internal discussions
- We don't bear a grudge
- As members or as representatives we refrain from actions which are in conflict with the mission, principles, objectives and values of our organisation
- We avoid single-handed actions and perform as a team
- We admit mistakes, learn from them and help others to avoid them
- We stick to rules and agreements
- We remind each other friendly and without reproach whenever we feel rules are violated

Communication and interpersonal relations

- We approach each other friendly and respectful
- We play open, putting our cards on the table
- We encourage the activity of all of us equally
- We welcome creativity and out-of-the-box-thinking
- We consider controversy as something normal
- We strictly keep topic and person separate
- We handle criticism and attacks of our proposals with aplomb
- We don't interrupt each other
- We never start talking in parallel

- We provide each other with feed-back

Meetings

- We choose appropriate locations and make sure before that the infrastructure is working
- We go to meetings prepared
- We arrive at meetings on time
- We always agree on an agenda and goals
- We agree on a fixed time budget for meetings and talks
- We stick to the agreed agenda and timeframe
- We keep our interventions “on topic”
- We don’t accept disturbances during a meeting (cell phone, etc.)
- We insert breaks when a meeting is more than two hours

Board

- ⇒ We take clear decisions
- ⇒ We only delegate tasks which are SMART
- ⇒ We clearly assign tasks to persons
- ⇒ We work solution- not problem-oriented
- ⇒ We develop our skills in moderation and steering

