

# **SMIIC Code of Ethics for Technical Works**

*Defining Values, Behaviors and Principles for Delegates and Experts*

## **Administering the Code**

Our Code of Ethics sets out basic principles and requirements and serves as a foundation for our policies, procedures and guidelines, all of which provide additional guidance on expected behaviors.

This Code of Ethics is our guidebook for putting our values into practice by providing a framework of simple “musts” and “must nots”. It is a document which not only protects SMIIC and its interests, but also each and every one of us taking part in the technical works by codifying our roles and responsibilities additional to those stated in SMIIC Directives.

This Code of Ethics applies to all key SMIIC actors:

- SMIIC General Secretariat
- SMIIC Members
- Committee Chairs, Secretaries, Convenors, Coordinators, Rapporteurs, Project Leaders
- Delegates and experts

Committee Chairs should present this Code to the delegates and experts in each meeting as well as circulating it with the meeting documents in advance. The Code should be also accessible on SMIIC website and significance of its principles should be reiterated to make clear what is expected from our delegates and experts.

All delegates and experts are required to understand and comply with the Code while TC/SC Chairmen have the main responsibility to monitor and ensure compliance of actions with SMIIC Directives as well as the Code and also to look out for the acts violating the Code and make necessary intervention.

## **Guiding Principles of the Code of Ethics**

As an expert/delegate, each of us has a responsibility to:

**Know and live the Code:** Read and re-read our Code along with any other documents that apply to your tasks. It matters.

**Think before you act:** Maintain professional courtesy in all interactions whether in person, such as at meetings and in all communications. Use good judgment, be honest and ethical in every action you take. Maintain and support a collaborative environment that is free from discrimination, harassment or offensive behavior.

**Embrace diversity:** We work better together because of our differences, not despite them. So, treat others with respect and dignity regardless of gender, race, nationality, age etc. as well as praising different views whether they are scientific, technical, religious etc.

**Act professional:** Recognize the systematic nature of standardization process applied within SMIIC and be attentive to maintaining the professional boundaries.

**Act in the best interest of SMIIC:** Promote and support the overall mission of our Institute as well as the purposes and objectives of our voluntary consensus-based standards development system by following its main principles; consensus, impartiality, transparency, effectiveness, relevance, coherence etc. Do not engage in any conduct which is likely to bring discredit upon SMIIC.

**Base on consensus:** Work in harmony and seek for consensus in standards development process of SMIIC.

**Be relevant:** Always stick to the meeting agenda which has a clear scope in order to use our time effectively while developing OIC/SMIIC standards. Do not try and start discussion on other issues and pay attention to sharing only accurate information and abstain from misleading other delegates and experts.

**Represent effectively and properly:** As delegates and experts in the technical work of SMIIC, actively participate in standards development projects and act in accordance with the following rules which are stated in SMIIC Directives:

- If you are an observer to a TC/SC meeting, be aware that observers cannot vote yet only share their opinions.
- If you attend a TC/SC meeting as a delegate, act and take position on issues by presenting your country view. Remember that at TC/SC meetings, head of delegation is the official spokesperson for a delegation.
- If you take part as an expert at a Working Group (WG), Task Force Group (TFG), Ad hoc Group or Study Group meeting, act in personal capacity but not as the representative of your country.

**Resolve problems respectfully:** What we say and how we say it matters. Always try to act timely and appropriately in settling the disagreements so as not to adversely affect the process of reaching consensus.

As a TC/SC Chairman, Convenor, Coordinator or Rapporteur you have additional responsibilities:

**Lead by example:** Be a model for setting the proper culture for your committee and promote an inclusive environment where everyone can make their best contribution.

**Model the Code and our values:** Offer guidance and support to your committee about the Code and other relevant documents where needed and promote the concept of integrity by making ethical decisions. Be fair and do not let any prejudice cloud your judgement.

**Ensure all voices are heard:** As stipulated in SMIIC Directives, spare some time for head of delegations to introduce themselves during the opening of the meeting and give the floor to only head of delegation as the official spokesperson. Allocate your time equally and effectively to be able to listen to all views related to the meeting agenda. Making your participants feel heard and appreciated is a great benefit to them and the conducted work.

**Do not tolerate unethical behaviors:** Make sure the delegates are not harassing or discriminating.

**Keep your meeting on track:** Do not allow off-topic interventions which are irrelevant to the meeting agenda or hindering the technical work. Make sure your meeting is on track by reminding the clear purpose of the meeting if you feel necessary.

**Stay alert:** Pay close attention to any activity that is inconsistent with our Code, regulations and values. Do not ignore a violation, prevent any harm to our Institute and its reputation by reporting your concerns to Standardization Management Council or General Secretariat if necessary.

**Make use of your communication skills:** To call a meeting “good” or “successful” is mostly measured by the satisfaction rate of the delegates with the results achieved and not feeling ignored. Since, consensus building is one of the key principles of standardization, try to resolve disputes in a gentle and neutral manner. Take breaks to talk with other delegates on controversial issues if necessary. However, as a

TC/SC Chairman who must be objective in standardization process, do not try to persuade the delegates to support or oppose an issue.

**Use simple language:** Considering English is the working language in the SMIIIC Technical Committees and other technical organs but not the mother tongue of most participants, be brief and avoid long sentences. Do not use metaphors or sarcasm which are difficult to understand for delegates. You may allow some important statements expressed in English to be translated to Arabic and/or French by a volunteer delegate or by a staff from the General Secretariat.

## **LEAVE FOOTPRINTS WORTH FOLLOWING**

Much of our strength lies in the common values of our members. Behaving with respect and integrity is part of who we are. Following and living this document will not only be beneficial for you but also will be a tradition, a culture setting a good example for others to adopt. As a guide to preserve SMIIIC's name and to live our values, the Code enables you to:

- Understand what is expected from you.
- Conduct yourself honestly and ethically.
- Uphold our values and protect SMIIIC's reputation.
- Build transparent relationships and make good decisions.
- Comply with the regulations that apply to your tasks.