

Code of Conduct

Resolution adopted by the General Assembly on October 24, 2012

Effective from: October 24, 2012

Last edit: May 1, 2017

The members commit themselves to communicate in a way that is fair, considerate, and in the best interests of tekoma. They adhere in particular to the following Rules of Conduct:

1. All Members*

- 1.1. Commitment to upholding tekoma's reputation.
- 1.2. Commitment to upholding the reputation of the professions represented by tekoma.
- 1.3. Compliance with the regulations regarding antitrust and competition laws at all tekoma events and meetings.

2. In Addition to Item No. 1: Members Working in Committees that are not Bodies of the Association:

- 2.1. Acceptance of the Rules for Committees as defined in the regulations and guidelines.
- 2.2. Attendance at agreed-upon meetings, continuous participation as well as compliance with scheduled delivery dates for contributions.
- 2.3. Confidentiality regarding personal matters of members learned about through committee work.
- 2.4. Confidentiality regarding internal company information of members learned about through committee work.
- 2.5. Confidentiality regarding internal information of the tekoma Association learned about through committee work.
- 2.6. Acceptance of tekoma's rights to the exclusive use of all results from committee work, in particular the right to unrestricted reproduction by print media, publication by electronic media, translation into any foreign languages, and global distribution.
- 2.7. No commercial use of the committee's results before the completion of the work and its publication by tekoma.
- 2.8. No use of member addresses for personal purposes or for purposes not related to the official work of the respective committee.
- 2.9. Fees that committee members receive for activities or presentations that are directly related to the committee activity must be paid to tekoma.

* In order to improve the readability of this document, the terms in this document are used in the masculine form. They shall, however, refer equally to women and men.

3. In Addition to Items No. 1 and 2: Members Active in the Extended Board:

- 3.1. No preferential treatment of companies with which the member of the Extended Board is associated.
- 3.2. No procurement of business benefits for the member of the Extended Board by abusing his office.
- 3.3. Obligation to disclose any bias regarding Board decisions or Board activities if personal business interests are involved.

4. In Addition to Items No. 1, 2 and 3: Board Members Who Are Authorized to Represent the Association as Defined by §26 BGB (Section 26 of the German Civil Code):

- 4.1. No self-contracting.