

WIMA Europe

Code of Conduct

1. Purpose

This Code of Conduct sets the standards of behaviour expected from WIMA Europe members and from persons participating in WIMA Europe meetings, events, training, mentoring, networking, communications and other activities.

Its purpose is to protect a respectful, inclusive, professional and safe environment and to safeguard the integrity and reputation of WIMA Europe.

2. Scope

This Code applies to all WIMA Europe members, irrespective of membership category, and to conduct connected with WIMA Europe activities, including in-person and online activities.

Where a non-member participates in a WIMA Europe activity, WIMA Europe may require that person to observe the relevant standards of this Code while participating in that activity.

3. Core Principles

Members are expected to act in accordance with the following principles:

Principle	Expected standard
Respect	Treat others with dignity, courtesy and professionalism.
Equality and inclusion	Support equal opportunity and an environment free from discrimination, harassment and exclusion.
Integrity	Act honestly, responsibly and in good faith.
Professionalism	Maintain appropriate professional standards in WIMA Europe activities and communications.
Collaboration	Encourage constructive dialogue, knowledge-sharing and mutual support.
Accountability	Take responsibility for personal conduct and for compliance with this Code.

4. Respectful and Inclusive Conduct

Members shall contribute to an environment in which people are treated fairly and respectfully. Members shall not engage in discrimination, harassment, bullying, intimidation, humiliation, threats, unwanted sexual attention or other abusive or inappropriate conduct.

In particular, members are expected to:

- use respectful and professional language;
- respect differences in background, experience, nationality, age, disability, gender, professional status, opinion and perspective;
- allow others a reasonable opportunity to participate and express their views;
- avoid personal attacks, insulting remarks, aggressive behaviour and deliberate disruption;
- respect personal and professional boundaries, including in mentoring and networking relationships; and
- avoid conduct that could reasonably create an unsafe, hostile or degrading environment.

5. Professional Conduct at Events and Activities

Members participating in WIMA Europe meetings, conferences, masterclasses, training, mentoring, study visits, social events and other activities shall behave in a manner consistent with the professional character of the Association.

Members shall:

- follow reasonable instructions issued by organizers and venue staff;
- respect speakers, moderators, participants and hosts;
- avoid disruptive or unsafe behaviour;
- not misuse access to WIMA Europe events for inappropriate solicitation, pressure or personal advantage;
- use photographs, recordings and event materials responsibly and in accordance with applicable permissions; and
- ensure that consumption of alcohol, where available, does not result in inappropriate, unsafe or disruptive conduct.

6. Integrity and Conflicts of Interest

Members shall act honestly and shall not use WIMA Europe membership, positions, contacts, events or information for improper personal or commercial benefit.

A member should disclose any actual or potential conflict of interest where it could reasonably affect, or appear to affect, a WIMA Europe decision or activity. Where appropriate, the member should refrain from participating in the relevant decision.

Members shall not offer, request or accept improper benefits, favours or advantages in connection with WIMA Europe activities.

7. Confidentiality, Privacy and Information

Members shall respect confidential, personal and non-public information received through WIMA Europe activities.

Members shall not disclose or misuse confidential information without authorization, except where disclosure is required by law. Personal information and contact details obtained through membership lists, events or WIMA Europe communications shall not be used for unrelated mass marketing, unsolicited commercial communication or other inappropriate purposes.

Where an activity is expressly conducted under a confidentiality rule, participants are expected to comply with that rule.

8. Representation of WIMA Europe and Use of Name or Logo

Membership does not automatically authorize a member to speak on behalf of WIMA Europe or to represent the views of the Association.

Members shall not:

- present personal views as official positions of WIMA Europe without authorization;
- use the WIMA Europe name, logo, branding or membership status in a misleading manner;
- issue commitments, endorsements or statements on behalf of WIMA Europe without appropriate authority; or
- use WIMA Europe affiliation to imply endorsement of a commercial product, service, political position or other external activity unless formally authorized.

9. Communications and Social Media

The standards of this Code apply to communications connected with WIMA Europe, including email, messaging groups, online meetings and social media.

Members should communicate professionally, respect confidentiality, avoid defamatory or abusive content, and distinguish personal opinions from official WIMA Europe communications.

Disagreement and professional debate are welcome when expressed respectfully and constructively.

10. Professional Relationships, Mentoring and Students

WIMA Europe encourages mentoring, professional development and engagement with students and young professionals. Members in positions of seniority or influence shall exercise particular care not to exploit professional, mentoring or educational relationships.

Members shall avoid coercion, favouritism, inappropriate personal pressure, retaliation or any behaviour that takes improper advantage of a difference in seniority, professional influence or access to opportunities.

11. Reporting a Concern or Complaint

A person who experiences, witnesses or becomes aware of conduct that may breach this Code may report the matter to the President, a designated Code of Conduct focal point, or another person authorized by the Executive Board.

A report should, where possible, include sufficient information to understand the concern, such as the nature of the conduct, relevant date or event, persons involved and any available supporting information.

WIMA Europe should handle reports as discreetly as reasonably possible, while recognizing that some information may need to be shared in order to review the matter fairly.

12. Review of Complaints

Complaints should be reviewed fairly, impartially and within a reasonable period. The review process should normally include:

- initial assessment of the complaint and whether it falls within this Code;
- identification and management of any conflict of interest involving the persons reviewing the complaint;
- an opportunity for the person concerned to respond to material allegations;
- consideration of relevant information and circumstances;
- a decision by the person or body authorized under WIMA Europe internal arrangements; and
- communication of the outcome to the extent appropriate.

Where a complaint concerns a member of the Executive Board or another person who would normally participate in the decision, that person should not participate in the review or decision on the matter.

13. Interim Measures

Where necessary to protect participants, maintain safety or preserve the integrity of an activity, WIMA Europe may take reasonable interim measures while a matter is being reviewed. Such measures may include limiting participation in a particular activity or communication channel. Interim measures do not constitute a final finding of misconduct.

14. Consequences of Breach

Depending on the seriousness, circumstances and recurrence of the conduct, a breach of this Code may result in one or more of the following measures:

- informal guidance or reminder of expected conduct;

- formal written warning;
- request for corrective action or apology;
- restriction or removal from a WIMA Europe event, activity or communication channel;
- suspension of specified membership privileges;
- suspension of membership; or
- termination of membership in accordance with the Statute and applicable internal rules.

Any measure should be proportionate to the circumstances and properly documented. Serious misconduct may justify immediate referral to the Executive Board.

15. Non-Retaliation

Retaliation against a person who raises a concern in good faith, provides information or participates in a review under this Code is not acceptable and may itself constitute a breach of the Code.

Knowingly making a materially false or malicious complaint may also constitute misconduct. A complaint that is not substantiated does not, by itself, mean that it was made in bad faith.

16. Relationship with Law and Other Rules

This Code does not replace applicable law, the WIMA Europe Statute, contractual obligations, professional duties or rules applicable to a particular venue or activity. Where conduct may involve a legal or safety issue, WIMA Europe may take appropriate action or refer the matter to the competent authority where required.

17. Member Responsibility and Acknowledgement

Each member is responsible for familiarizing themselves with this Code and complying with it throughout their membership.

Acceptance or renewal of WIMA Europe membership may include confirmation that the member has read, understood and agrees to comply with the WIMA Europe Code of Conduct.

Member acknowledgement: I confirm that I have read and understood the WIMA Europe Code of Conduct and agree to comply with it during my membership and participation in WIMA Europe activities.

18. Approval and Review

This Code of Conduct becomes effective upon approval by the Executive Board of WIMA Europe. The Executive Board may review and amend the Code when necessary to reflect the development and needs of the Association.