

# CODE OF CONDUCT

As a member of IFES,

and I subscribe voluntarily and commit entirely to the following principles.

**Solidarity:** Within the IFES community we will take to heart the common **interests of the industry of trade fairs** and events in order to foster mutual respect and trust amongst individuals and organisations with regard to business dealings as members with other members, clients and the public in general.

**Commitment:** We will bring credit to the international federation and the exhibition industry by displaying a high standard of professional behaviour to maintain accepted standards and quality of service.

We will as much as possible contribute to the improvement of **the image** of our industry, economically as well as on the cultural and social scale and make their views known.

We agree that "**the IFES Past President's Committee**" addresses any questions which may arise from the interpretation of this code. The executive committee may, at its discretion, form an arbitration sub-committee to resolve disputes and will be guided by this code and the professional norms at the time the dispute occurs.

**Citizenship:** IFES members support the fair treatment of all human beings associated with activities and labour within the exposition industry.

We agree to act in a socially **responsible** manner, within the laws, customs and traditions of the countries in which we operate, and contribute in a responsible manner to the development of communities.

**Respect:** We treat our colleagues, clients and others with whom we do business with **respect**, dignity, fairness and courtesy.

We take pride in the **diversity** of our workforce and view it as a competitive advantage to be nurtured and expanded.

We are committed to maintaining a work environment that is free from discrimination, harassment and retaliation.

**Business Behaviour:** We agree to hold ethical business behaviour in an atmosphere of fair play.

We will conduct business in accordance with accepted principles of honesty and shall speak truthfully in all business practices to pursue client's **legitimate objectives**.

We agree to maintain **confidentiality** between end customers, exhibit partners, and partner employees.

We will respect **patents, copyrights** and exclusive trademarks. We will respect required taxes, VAT, and insurance certificates for workers at venues.

**Reliability:** We agree **to pay** our fellow suppliers and contractors according to their local requirements for full payment. We agree **to respond** to requests for proposals promptly.

**Safety@work:** We agree to respect and uphold national standards in the world regions that we work in.

We will comply with **current laws, building regulations** as well as safety legislation, and to respect the local **labour regulations** that are followed from one country to the next.

**Environmental Protection:** We hold a positive and active **attitude** towards the **environment** and agree to act in accordance with the applicable standards regarding environmental protection.

We will minimize environmental pollution and make **continuous improve-ments** in environmental protection to the best of our ability.

**Promotion:** We agree to use our best efforts **to promote this Code of Ethics** to the whole supply chain: our employees as well as other suppliers we may work with.

**Harmony:** We aim for a good understanding with all stakeholders in our industry in order to foster healthy competition, fair play, and the creation of value.

Signature of IFES Member .....

Date, Place .....