

## **Code of conduct for VNGOC Board Members**

Goal: To establish a set of principles and practices for the Vienna NGO Committee on Drugs (VNGOC) Board of Directors that will set parameters and provide guidance and direction for Board conduct and decision-making.

Members of the VNGOC Board of Directors are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Board. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

### **Accountability and Transparency**

1. Faithfully abide by the VNGOC Statutes and Rules of Procedure.
2. Exercise reasonable care, good faith, transparency and due diligence in organizational affairs.
3. Ensure clarity of when, inter alia, actions, presentations and statements are being made on behalf of VNGOC, and when they are being made on behalf of the Board member's employer, in a personal capacity, or on behalf of another entity. Where such positions are being taken on behalf of VNGOC, ensure that these are done in line with the VNGOC Rules of Procedure and the interests of VNGOC members.
4. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.<sup>1</sup>
5. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making, and recuse oneself from such decision-making.
6. Remain accountable for the Board's actions and decisions to VNGOC members, and where applicable, to funding bodies and other external partners.

### **Professional Excellence**

7. Ensure the representation of all VNGOC members on equal terms.
8. Behave in a way which enhances the reputation of the organization, and which promotes and protects its work and interests: maintaining a professional level of courtesy, respect, and objectivity in all VNGOC activities.
9. Strive to uphold those practices and assist other Board members in upholding the highest standards of conduct.
10. Commit to be active members of the Board, attending when possible VNGOC meetings and teleconferences and engaging fully in all Board communications and

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<sup>1</sup> Actual or potential conflicts of interest may occur when the private, personal, professional and/or financial interests of a Board member may have an effect on the decisions that s/he makes on behalf of the organisation, the quality of work done, and/or the best interests of the organisation. It is inevitable that actual or potential conflicts of interest will occur from time to time, and these do not necessarily reflect the integrity of the individual(s) concerned. Conflicts of interest may come in a number of different forms, such as: payments to a Board member or their organisation for work provided to VNGOC; or conflicts of loyalty where a Board member is employed by one of the organisation's donors, partners or competitors.



discussions.

### **Personal Gain**

11. While conducting the business and performing the duties of the VNGOC Board Members, Board members shall put organizational goals before personal goals, and put the best interests of the organization ahead of individual desires.

12. Board and staff members of VNGOC shall refrain from using their official position to secure special privilege, gain or benefit for themselves.

### **Equal Opportunity**

13. Ensure the right of all VNGOC members to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation, ideology or disability, in accordance with all applicable legal and regulatory requirements.

### **Confidential Information**

14. Respect the confidentiality of sensitive information acquired while serving on the VNGOC Board.

### **Collaboration and Cooperation**

15. Respect the diversity of opinions as expressed or acted upon by the VNGOC Board, committees and membership, and formally register dissent as appropriate.

16. Promote collaboration, cooperation, and partnership among association members.

### **Acknowledgment and Acceptance**

I \_\_\_\_\_, Board member of VNGOC acknowledge that I have reviewed and agree to abide by this code of conduct as established and approved by the VNGOC Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date