



Code of Conduct European Society for Gynaecological Endoscopy (ESGE)

The ESGE encourages research and evaluation of endoscopic and related techniques. The recommendation of standards of training in gynaecological endoscopy and related specialities and the cooperation with national and international affiliated societies are further important objectives.

The ESGE aims to achieve these objectives by (1) collecting reliable data on present methods and standards; (2) organizing scientific meetings on a regular basis; (3) publishing proceedings of meetings and promoting the publication of scientific material; (4) co-ordinating multi-centre clinical trials; (5) auditing results and complications of endoscopic surgery and related techniques; (6) advising on the content of training programs.

The following Code of Conduct (“the Code”) is designed to allow the ESGE to preserve its long tradition of integrity and credibility with the public and within the ESGE. This Code applies to all members of the Board of Directors, all members of the Executive Board, and Advisory Board as well as all other persons taking on a task within the management and organization of the ESGE or representing the ESGE (such as but not limited to all employees (permanent full-time, hourly, fixed term contract, permanent part-time), third party service providers, etc.

The Code is organized into categories, as follows:

Activities

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of the ESGE in all dealings with the public on behalf of the ESGE and within the ESGE.
3. Provide a positive and valued experience for those receiving service within and outside the ESGE.
4. Always act within the best interests of the ESGE.

Accountability

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the ESGE.



2. Comply with both the letter and the spirit of the academic and scientific objectives and guidelines provided by the ESGE.

3. Adhere to the policies and procedures of the ESGE and support the decisions and directions of the Board of Directors and its delegated authority.

4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

Conflict of interest

Every person with a Board function within the ESGE shall immediately and formally disclose to the Board of Directors (in accordance with article 22 of the articles of association of the ESGE, the Board of Directors has the power to manage and govern the ESGE) all its relations with other (scientific) organizations, educational institutions or companies, whether or not salaried. Such person shall inform the Board of Directors immediately if any such relationship may give rise to a conflict of interests, taking into account the objectives and activities of the ESGE, as well as the policies of the European Union of Medical Specialists (UEMS).

Conflict of interest for the ESGE also includes conduct which is not in keeping with the objectives and principles of the ESGE.

Conflict of interest includes, but is not limited to situations:

- Where an individual's private affairs or financial interests are in conflict with their ESGE duties, responsibilities and obligations, or result in a public perception that a conflict exists;
- Which could impair the individual's ability to act in the interest of the ESGE;
- Where the actions of an employee or volunteer would compromise or undermine the trust that the public and the members place in the ESGE.

A person will not take part in any vote on a situation in which he/she has an interest opposite to the interest(s) of the ESGE, nor shall that person sign off on such situations.

In the performance of their duties, a person must not:

- Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to ESGE activities;
- Have a monetary interest that would conflict with the discharge of the duties owed to the ESGE;
- Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of Confidential Information, as defined hereafter;
- Directly or indirectly use, or allow the use of, ESGE property or information for anything other than officially approved activities.



Outside performance of duties for ESGE

A person may engage in a (remunerative) relationship with another organization, institution or employer, volunteer activity, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- It does not interfere with the performance of their duties within the ESGE;
- It does not bring the ESGE into disrepute;
- It is not performed in such a way as to appear to be an official act or to represent the ESGE's public positions or policies;
- It does not involve the use of ESGE premises, services, equipment or supplies to which the person has access by virtue of its engagement, unless official authorization is secured.

Gifts

A person must avoid the appearance of favoritism in all of their dealings on behalf of the ESGE and not accept personal gifts from those doing business/engaging in a partnership or seeking to do business/engaging in a partnership with ESGE.

Financial

A person must not commit the ESGE to any unauthorized expenditure or other liability and must ensure that all commitments are approved in accordance with the appropriate articles of association, by-laws, regulations and policies including all appropriate consultations and approvals.

Breach of conflict of interest

Each person is required to consult with the Board of Directors whenever they have any question as to whether a particular circumstance may place them in a conflict of interest.

Persons who fail to comply with these standards during the course of their engagement within the ESGE will be subject to such appropriate measures as may be determined by the Board of Directors, by simple majority of the votes, including dismissal from its duties.

Where an individual fails to disclose a conflict or an interest according to this policy or according to other laws or regulations, the ESGE reserves all rights it may have to deal with the contract, conflict and individual involved.



Confidentiality

1. to keep all information, of whatever nature, whether marked as 'confidential' or not, such as financial, commercial, economic, technical, legal or any other information, and in whatever form, such as analyses, compilations, studies, proprietary information, intellectual property rights, trade secrets, know-how or other tangible or intangible materials, that is furnished by the ESGE, or that is otherwise acquired, during or in the framework of its engagement within the ESGE, in writing, verbally, electronically or pursuant to site visits to premises and in any form or medium in which such information may be recorded or kept (hereinafter referred to as "Confidential Information") strictly secret and confidential and not to disclose or reveal it, in whole or in part, directly or indirectly, to any person, entity, organization or administration, without the prior written and specific consent of the ESGE.
2. not to use the Confidential Information in any manner or for any purpose other than in connection with the engagement and the performance of its duties within the ESGE.
3. not make any copy or other reproductions, in whatever form, of the Confidential Information, except as necessary for the performance of its duties within the ESGE and any copies or reproductions which are made shall be treated as Confidential Information in the same way as the original, as defined above.

All Confidential Information shall remain the sole property of ESGE or its licensors, unless otherwise agreed upon in writing. In no event shall any person acquire any license or other intellectual property interest in any Confidential Information disclosed by ESGE, unless explicitly stated otherwise. Any disclosure of Confidential Information shall not result in any obligation to grant a person any right in or to the Confidential Information.

In case of breach of the confidentiality obligations as set out above, money damages may not necessarily be a sufficient remedy. Therefore, it is agreed that, in addition to all other rights and remedies otherwise available to the ESGE, the ESGE shall be entitled to specific performance or equitable relief by way of injunction or otherwise.



Implementation

Strict observance of the Code is fundamental to the activity and reputation of the ESGE. It is essential that all members of the Board of Directors, all members of the Executive Board, as well as all other persons taking on a task within the management and organization of the ESGE or representing the ESGE (such as but not limited to all employees (permanent full-time, hourly, fixed term contract, permanent part-time), third party service providers, etc. adhere to this Code.

This Code forms the written confirmation of the principles of conduct already applicable within the ESGE.

The ESGE reserves all rights it may have to deal with any individual in breach of the Code.

By signing this Code, the signing party explicitly acknowledges to have read and to comply with the Code.

Name: _____

Date: _____

Signature: _____

Attached short CV with specific activities and relations in the field of the ESGE interest.