



CODE OF CONDUCT APPLICABLE TO THE PARTICIPANTS OF THE MEETINGS OF THE GOVERNING BOARD OF CAJU

Article 1 Scope of the Code of Conduct

This Code of Conduct shall apply to all participants in the meetings of the Governing Board of the Clean Aviation Joint Undertaking (CAJU) (hereinafter jointly referred to as 'the participants') including, but not limited to, the representatives of the members of the CAJU and their alternates, the Executive Director of the CAJU, persons invited as observers and members of the Programme Office of the CAJU.

The purpose of the Code of Conduct is to set out the rules applicable in matters of professional ethics and integrity expected from the conduct of the participants during the Governing Board meetings and at all other times as may affect or imperil the reputation of the CAJU and of the Union.

The adoption of this Code of Conduct is required under Article 16(11) of Council Regulation (EU) No 2021/2085 of 19 November 2021¹, establishing the Joint Undertakings under Horizon Europe (hereinafter referred to as "Single Basic Act" or "SBA"). The Single Basic Act and in particular the provisions of Articles 64 and 65 concerning the composition and functioning of the Governing Board of the CAJU, as well as the Rules of Procedure of the Governing Board², shall be taken into consideration.

This Code of Conduct shall be read and interpreted together with, and shall apply without prejudice to, all other applicable rules that are relevant to the conduct of the participants, including the Governing Board Decision on Conflict of Interest of JU Bodies³.

When specific behaviour is not explicitly covered by this Code of Conduct or by other relevant rules, adherence to the generally accepted principles of good conduct shall be deemed to apply.

Article 2 Expected standard of conduct

Participants shall perform their duties in accordance with all applicable laws and regulations, including all relevant rules and procedures adopted by the CAJU as applicable.

¹ OJ ref. L 427/17

² Rules of procedure of the Governing Board adopted by the Board on 16 December 2021, ref. CAJU-GB-2021-12-16.

³ CAJU Governing Board Decision adopting rules on the prevention and management of conflicts of interests applicable to the bodies of the Joint Undertaking, ref. CAJU-GB-2022-04 Decision on COI

In the discharge of their duties participants shall observe the highest standards of ethical conduct, professionalism and efficiency. In addition, in discharging their duties, all participants shall be personally responsible for complying with the provisions of this Code of Conduct and shall, in particular, endeavour to:

- Exercise due diligence and act independently in the general interest of the CAJU and be mindful of the importance of their duties and responsibilities;
- Avoid situations that may give rise to a conflict of interest;
- Maintain fair, respectful and honest behaviour with other participants, members of staff and any other persons with whom they come in contact in the discharge of their duties to the CAJU;
- Refrain from exploiting their position in order to gain any undue right or privilege, or to exert any unjustified influence on any JU or Commission staff or stakeholder, or use any information acquired through the discharge of their duties for this purpose;
- Comply with all relevant laws, rules and regulations;
- Ensure that any use of the CAJU's name and resources is only in the interest of the CAJU;
- Refrain from engaging in any practice deemed detrimental or as may otherwise affect the reputation and interests of the CAJU, the Governing Board or of any other of its bodies;
- Perform their duties with the highest sense of responsibility and in a manner that preserves and enhances public confidence in their integrity while safeguarding the integrity of the CAJU and of the Union;
- Act with independence in the general interest of the CAJU and its programme, without allowing themselves to be influenced by personal interests or relationships;
- Ensure that the Governing Board operates within the limits of its statutory remit, including having due regard to best practice regarding sound financial management.
- Respect the dignity, professional standing and private lives of the other Governing Board Members, the CAJU Executive Director, the members of the States Representatives Group (SRG), the Technical Committee, and the Scientific Advisory Body (SAB), as well as any other advisory group, working group or other groups set up within the CAJU, the CAJU staff members and anyone with whom they come in contact during the performance of their duties;
- Observe principles of good governance, act loyally, honestly, and impartially and maintain the highest standard of integrity and ethics in their personal and professional conduct, when acting within their role and function as set out in the Single Basic Act.

Article 3 Conflict of Interest

In addition to the provisions set out in the Rules of Procedure of the Governing Board. the applicable Governing Board Decision on the prevention and management of conflict of interest of JU Bodies⁴, and Article 27 of the JU Financial Rules,⁵ the participants are bound to comply with the following provisions:

⁴ Decision of the Governing Board updating the rules on the prevention and management of conflicts of interests applicable to the bodies of the Joint Undertaking, ref. CAJU-GB-Writ proc 2022-04 CoI rules

⁵ Financial Rules adopted on 16 December 2021 by the CAJU Governing Board, as part of the Omnibus Decision CAJU-GB-2021-12-16, by which the CS2JU Financial Rules CS-GB-Writ proc 2019-07 were transferred and made applicable to CAJU.

In the performance of his/her duties a participant must ensure at all times that no conflict of interest shall arise, or could reasonably be perceived to arise, between their duties performed in relation to the Governing Board and their other private interests, whether financial or otherwise.

Participants shall ensure full compliance with the Governing Board Decision on Conflict of Interest of JU Bodies and such other rules adopted by CAJU to give effect to Article 42 of the Single Basic Act⁶.

Participants must each fill in and notify upon their appointment, the applicable declaration on confidentiality and interests, annexed to the Rules of Procedure of the Governing Board⁷. In addition, the participants shall update such declarations as appropriate in case of substantial modifications to their status and possible conflicts of interests.

In accordance with Article 7 of the Governing Board Decision on Conflict of Interest of JU Bodies, the participants must disclose any direct or indirect personal or corporate interest in the outcome of the deliberations of the Governing Board in relation to any matter on the agenda. If participants do not disclose a conflict of interest in which they may be involved and which may be detrimental to the CAJU, any other participant may bring the existence of such a conflict of interest to the attention of the Chairperson.

It shall be the responsibility of each participant to ensure familiarity with these rules, and that any declaration signed to give effect to these rules is signed with utmost good faith.

Article 4

Gifts or other advantage

Participants shall not apply for or accept any gifts or other advantages which may or may reasonably appear to influence or otherwise affect their personal judgement or integrity in the performance of their functions or as may otherwise be perceived as influencing their objectivity or place them under undue obligation towards the donor. Any gift or other advantage having a value beyond EUR 50 shall be refused. Participants shall not solicit such gifts or other advantage.

The Chair of the Governing Board shall be informed of any offer of gifts or other advantage(s) and a record shall be kept of any such gift or advantage(s) that may have been accepted.

However, should it be impossible to refuse, the gift is to be surrendered to the CAJU through the secretariat and the Chairperson of the Governing Board.

Article 5

Harassment and Improper Conduct

Any sexual and other forms of harassment by any of the participants shall not be tolerated by the CAJU.

⁶ Council Regulation (EU) 2021/2085 of 19 March 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427, 30.11.2021, p.17).

⁷ Decision adopting the Governing Board Rules of Procedure , ref. CAJU-GB-2021-12-16 Decision GB Rules of Procedure

Harassment shall be interpreted as being any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affinity, age, religion or any other reason is prohibited.

The CAJU Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment⁸ shall be respected by participants.

Article 6 Safe and Healthy Workplace

Participants shall, within the discharge of their duties, commit to maintaining a safe and healthy working environment. To promote a healthy workforce and a safe work environment, participants are expected to follow any specific guidelines that have been issued, and make the management aware of potential safety hazards or threats of violence.

Article 7 Avoiding improper use of the Joint Undertaking's Resources

Participants shall not use property or other resources belonging to CAJU for personal use. Such property or other resources should only be used for the legitimate purposes and in the interest of the Joint Undertaking.

Article 8 Confidentiality

In accordance with the Rules of Procedure of the Governing Board, participants must maintain the confidentiality of any information acquired or generated by them (in oral, paper or electronic form) whether directly or indirectly through the discharge of their duties, except when disclosure is duly authorized in terms of the relevant rules and procedures or legally mandated. Participants shall take all reasonable efforts to safeguard such confidential information that is in their possession against unintentional disclosure.

Article 9 Reporting breaches of the Code of Conduct

Any report by a participant or any other person of an actual or potential breach to this Code of Conduct should be treated with urgency and where relevant, in accordance with the GB Decision on whistleblowing guidelines⁹.

In case of non-respect of the provisions of this Code of Conduct, the issue should be brought

⁸ Adopted on 16 December 2021 by the CAJU Governing Board, as part of the Omnibus Decision CAJU-GB-2021-12-16, by which the Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment, CS-GB-2017-07-06 are directly transferred and shall apply to CAJU.

⁹ Adopted on 16 December 2021 by the CAJU Governing Board, as part of the Omnibus Decision CAJU-GB-2021-12-16, by which the GB Decision on whistleblowing guidelines, CS-GB-2018-06-29 are directly transferred and shall apply to CAJU.

to the attention of the Chairperson and Co-Chairperson of the Governing Board. The Chairperson will decide on any potential breach of its provisions. In reaching his/her decision, the Chairperson or any other participant may seek independent advice on any question concerning the interpretation of this Code of Conduct.

The CAJU and the European Union reserve the right to take any appropriate measures.

Article 10

Application and interpretation of the Code of Conduct

The Chairperson and the Co-Chairperson of the Governing Board shall ensure that the Code of Conduct is observed and that it is applied in good faith.

For guidance on any other matter regarding this Code of Conduct, as well as any other issue related to prevention and management of conflict of interest, participants may directly contact the legal department of the CAJU.

Article 11

Amendments to this Code of Conduct

The Code of Conduct may be subject to updates. It is the Participants responsibility to familiarise themselves with the changes.

Article 12

Acceptance of the Code of Conduct

This Code of Conduct shall enter into force on the date of adoption by the CAJU Governing Board.

All participants shall sign this Code of Conduct. By signing this Code the participants shall commit to observe its provisions. Failure to comply with the obligations herein set out may give rise to such procedures as are available by law or as prescribed in relevant rules including in the Rules of Procedure of the Governing Board. These signed copies shall be held by the Secretariat of the Governing Board. Upon signature, the participants shall receive a copy of the signed original for their own record.

Done at Brussels on 5 May 2022

Rosalinde van der Vlies

Chair of the Governing Board





Code of Conduct Acknowledgement Form

I confirm that I have read and understood the Code of Conduct applicable to the participants of the meetings of the Governing Board of CAJU, and will abide by it.

I understand that any alleged breach of the Code of Conduct may see the procedures outlined in Articles 9 and 12 invoked against me.

I understand that this may result in disciplinary actions being taken.

Name

Organisation:

Date:

Signature: