



Alliance for  
Internet of Things  
Innovation

# Code of Conduct

Adopted on 2 February 2018



# Alliance for Internet of Things Innovation

## **Introduction**

The Alliance for Internet of Things Innovation (AIOTI) is regularly requested to formally state that it complies with general business principles to satisfy AIOTI Member's internal membership and procurement procedures. While AIOTI is not a supplier of commercial services and obviously is acting in accordance with law, it is important for AIOTI to be able to refer to an internal standard towards stakeholders.

This code of conduct (Code of Conduct) is written to emphasise towards internal and external stakeholders of AIOTI that AIOTI is an alliance that is built on the values of openness, fairness, transparency, and non-discrimination.

This Code of Conduct applies to AIOTI, to its Management Board and Steering Board and to the Members of AIOTI. Membership of AIOTI implies that one commits to comply with the principles stated in this Code of Conduct and have the work in the context of AIOTI be guided by them.

## **AIOTI General Principles**

The General Principles as set forth below set the standard for acting with integrity in the context of AIOTI. They govern all our decisions and actions and apply equally to our AIOTI actions and to our conduct as individuals.

### **Respecting Law, non-discrimination**

AIOTI is committed to act fairly and with integrity and to observe applicable laws. We respect human rights and strive to ensure that our activities do not cause or contribute to the infringement of these rights.

We do not discriminate based on race, colour, age, gender, gender identity or expression, sexual orientation, language, religion, political or other opinions, disability, national or social origin or birth. Neither do we discriminate on a Member's nationality or size. We promote an AIOTI that is free from physical and verbal harassment.

### **Privacy**

We respect the privacy of our Members' representatives and other relevant stakeholders, we protect their personally identifiable information from abuse and act in accordance with applicable regulations and legislation on the processing and protection of non-personal and personal data. In view of the General Data Protection Regulation (EU 2016/679) and all other applicable regulations and related legislation, within the scope of AIOTI tasks and activities one shall only process personal data of individuals where there is a relevant legal ground and legitimate purpose and any processing of personal data shall be strictly in accordance with these regulations and legislation.

### **Accurate records and reports**

We record and report information accurately, completely and honestly. We do not make misrepresentations or false statements. We keep (financial) records in a transparent, accurate, complete and timely manner.



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## **Outsourcing services to thirds, hiring of staff**

When outsourcing activities or hiring services or staff, we follow transparent, predefined criteria and always can provide our rationale to our Members. We take an independent standpoint and are guided by the interest of AIOTI while avoiding conflicts of interest such as with Members providing services to AIOTI. We respect export control guidelines that may impact our Members (such as in information sharing with other associations and countries).

## **Responsible communications and respecting copyrights**

We use internal and external communications in a responsible manner. We do not publish other parties' content without their permission and we respect content created in the AIOTI framework as original AIOTI content, which should be referred to as such.

## **Environmental protection**

We do all that is reasonable and practicable to minimize any adverse effects of our activities on the environment.

## **AIOTI Internal Code of Conduct**

### **Interest of Members and board members of AIOTI**

Activities of those persons who serve as members of the Steering Board or the Management Board, as well as in roles as (co-)chair of Working Groups are guided by the following principles:

- All activities carried out in the above context aim at serving AIOTI and to enhance its values, effectiveness and usefulness to stakeholders.
- None of the above memberships of a board or a role as Working Group (Co-)Chair shall be misused to develop, position and communicate a singular, personal or Member's interest by using the structures of AIOTI.

### **Discussions, exchange of information and meetings between Members**

It is likely that the implementation of the policies of AIOTI may require, at European or local level, common studies or analyses, as well as the provision of information to the public authorities.

Participants to such discussions may reach agreements on common positions to be presented to European or national authorities and to the public. Discussions, exchange of information and meetings between Members within the scope of AIOTI as association shall be limited to what is necessary to implement the objectives of AIOTI as detailed in its Articles of Association.

Members or its representatives shall not include AIOTI in any way in any discussions, intent or exchange, reach tacit or express agreements or understandings that are or may be against applicable laws, including anti-trust regulation and legislation, and Members or its representatives shall not in any way use or abuse AIOTI for such discussions, exchange or intentions.



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Every meeting between AIOTI Members shall have a specific, demonstrable purpose consistent with the objectives of AIOTI. An agenda will be circulated to all meeting participants prior to the meeting and shall be closely followed during the meeting. A list of all participants to each meeting shall be drawn up. Minutes shall be kept of each meeting, accounting for the entire duration of the meeting. A copy of the agenda, list of participants and meeting minutes shall be retained permanently by the Secretary office of AIOTI.

Any other contact between AIOTI Members (such as telephone conversations, email exchanges, social encounters at trade shows, industry events, etc.) within the scope of AIOTI as association shall be for legitimate purposes only and shall be fully in line with the above principles.

## **Express rejection of inappropriate behaviour and sanctions**

Should, during any discussion, meeting or contact, one or more participants touch upon behaviour that is not in line with this Code of Conduct, it is the responsibility of such participant(s) to immediately express their disapproval and refusal to further engage in the specific topic.

Immediately thereafter, such participant(s) should (each) draw up a written, detailed account of the incident and communicate it forthwith to AIOTI's in-house or outside counsel who shall assess the necessary follow-up to make it clear that the participants concerned refuse to be a party to any illegitimate behaviour.

Failure to act in conformity to this Code of Conduct will be formally reported to the respective Member's organisation management and may result in AIOTI internal disciplinary action or other legal measures, including termination of Membership and other rights, redress or remedies that AIOTI may have in such event(s).