



Code of Conduct – Members

Effective 1 March 2021

1. Purpose & Application

- This Code of conduct sets out the ethical standards and rules of the INBCB for its Members.
- INBCB believes that its Members' commitment to this Code will maintain the confidence of the its key partners & stakeholders.
- This Code applies to all INBCB Members and charges them with the responsibility to be familiar with it and abide by the rules enshrined in it. For this purpose, a copy of the Code is made available on INBCB's website.
- INBCB insists Members on honesty and integrity in all their dealings, including their dealings with INBCB's stakeholders and all fellow Members.
- Members are strictly expected to act in good faith, in the INBCB's best interest and in accordance with the policies and procedures implemented by the Board.

2. Respect Confidentiality and Privacy

- Members shall take great care to ensure the integrity and security of all of the confidential information received from or disseminated by the INBCB. Confidential information is non-public information which relates to the affairs of the INBCB and its Members. It may include the INBCB's business strategies, marketing plans, competitive analysis, financial plans, member information and so on.
- No Member shall share, copy, reproduce, transmit, divulge, or otherwise disclose any confidential information related to the affairs of the INBCB and each Member will uphold the strict confidentiality of all meetings and other deliberations and communications of the Board.
- Members shall keep confidential information acquired while being Member of the INBCB confidential, even after they leave the INBCB.
- Members shall not access or request or make improper use of or transfer or disclose confidential information to anyone else unless authorised by the INBCB.
- If a Member introduces another Member's services to his/her client/partners etc., it should only do so after discussion with and explicit permission from the Member concerned.

- Members shall respect and maintain the privacy of personal information held or entrusted to the INBCB by its Members.
- Members shall treat the Board, INBCB's partners, stakeholders, each other and other Members fairly and with respect.
- Members shall always conduct themselves in an ethical and professional manner. Physical or verbal harassment or abuse within the Circle will not be tolerated by the INBCB.

3. Complying with Rules and Regulations

- Members shall comply with all rules and regulations relating to the INBCB. Ignorance of the law or a good intention will not excuse Members' obligation to comply.
- Members shall not breach, or omit to do something in breach of, any rule or regulation or requirement. All actual or potential breaches are expected to be reported immediately to the Secretary of the INBCB.
- In case of uncertainty about the interpretation of any rule or regulation or requirement, Members shall contact the Secretary of the INBCB.
- Breach of Code of Conduct will lead to termination of Membership.

4. Communications Including Electronic (including through WhatsApp, LinkedIn, Facebook etc.), Written or Verbal

- Communications shall not be used to harass, discriminate or offend other Members, stakeholders or the general public of either of the country i.e. India or the Netherlands.
- Communication shall not be political or religious in nature.
- On social media channels (LinkedIn, Facebook and in the WhatsApp group):
 - Members shall limit themselves to the subject and messages that are for the whole group. Members will not indulge in bilateral chit-chat.
 - Members shall keep the communication as professional as possible and will not indulge in swearing and profanity.
 - In case of specific questions not related to the group as a whole, Members shall contact the Secretary of the INBCB directly.