

MAX PLANCK ALUMNI ASSOCIATION e.V.

CODE OF CONDUCT Version 1
16 July 2020

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Introduction

The following document aims to define the values of the Association and to act as a guideline for all members, who have to follow certain rules defined herein.

Values

The values of the Association are:

- 1) Integrity – all members agree to join the activities of the Association with the spirit of pursuing the non-profit aims to advance society, and to follow its values in public and private activities.
- 2) Collaboration – Be open minded to diverse ideas. Put the ideas and the aims of the Association before personal or country / regional related aims and goals.
- 3) Transparency – Be always fully transparent in what you are doing and what you have done.
- 4) Innovation – Focus externally, bring in new ideas and learnings. Experiment with new ideas. Innovative ideas need to be compliant with values and rules of the Association.
- 5) Engagement – the Association is based on the collective engagement of all members in its life. Take the chance to step out of your comfort zone. Take small risks if the Association could benefit. Risks needs to be compliant with values and rules of the Association.

Rules

The following rules are meant to regulate the behavior of the members of the Association compliant and consistent with the Association's Statute and the values.

Members

- (1) **Respect of other members.** Each member of the Association shall participate in a constructive manner to the activities and discussions of the Association, in respect to the integrity and trustfulness of the Association and other members' opinions, culture and gender in private events as well as on the public channels of the Association.
- (2) **Representation of the Association.** No member is entitled to use the logo, introduce, represent, talk in the name, or to bind in a legal contract the Association or the Max Planck Society, unless so entitled in written form respectively by the Board of the Max Planck Alumni Association or a representative of the Max Planck Society.
- (3) **Events - participation.** Each member of the Association shall participate and contribute to the events organized by the Association to pursue the interest and objectives of the Association avoiding self-promotion.
- (4) **Event - organization.** Events can be organized by established Groups or by any member who has submitted an event concept to the Board and that had the event being accepted by the Board. Each Group is free to organize its own events using its own logo and the logo of the Association if agreed by the Board, and for topics compliant to the mission of the group and in respect to the core values of the organization.
- (5) **Events - content.** Organized events shall not be of any political nature, and shall not contain any offensive themes.
- (6) **Event - self-promotion.** The Association shall support the professional and personal self-promotion of its members by organizing specific exhibitions and workshops both physical or as virtual events. However, no funds shall be spent on the organization of such exhibitions and workshops. The Board shall approve each exhibition or workshop, following guidelines defined by the Assembly.

- (7) It is unfavorable that the volunteer office of members (such as board member, group founder, et cetera) in the Association is promoted in CVs or career network profiles (e.g. LinkedIn or Xing) as a job position. It is not allowed to promote any volunteer office at the Association in the profile headline of career social networks. It is only accepted to promote your engagement as a volunteering role. Members of the Association will be directly contacted and a change of the profile requested.
- (8) **Compliance office.** Any complaint regarding the behavior of members and any breaking of the rules listed herein shall be sent in written form by at least two members to the Compliance Officer appointed by the Assembly, that shall review the case and send a description to the Assembly and the Board for a decision as compliant to the Statute of the Association.

Ambassadors

- (9) **Representation.** Each Ambassador is allowed to officially introduce and represent the Association in international affairs to develop relationship with international stakeholder. No ambassador is allowed to bind orally or legally the Association in any activity or legal contract. Ambassadors are not allowed to represent, introduce, or legally bind the Max Planck Society in any matter, if not so entitled by the Max Planck Society in written form.
- (10) **Self-promotion.** Ambassadors are entitled to list their office on professional or personal platform or events, but are not entitled to use it as for professional or commercial self-promotion.

Board members

- (11) **Use of the office.** Every Board member shall use the title and power of its office solely for the purposes of advancing the mission of the Association and delegate the Assembly to any decision where there could be considered conflict of interest or involvement into politics.

- (12) **Conflict of Interest.** Each board member shall make clear any business relationship s/he may have with the Max Planck Society, its Institutes and Directors, or affiliated partners to the Board of the Association. The Board shall disclose this information to the Assembly at next Board's report.
- (13) **Self-promotion.** Board members are entitled to list their office on professional or personal platform or events, but are not entitled to use it as for professional or commercial self-promotion.

Third party

- (14) **Event and program.** Any volunteering work of the members of the Association in a program or an event organized by or together with a third party which is not compliant to these Codes of Conduct, the statutes of the Association, and is not authorized by any MPAA organ, is not to be considered as an event or program organized with the participation of the MPAA.
- (15) **Commercial benefit.** Any engagement of member volunteers in any event or program organized by or together with a third party shall be for non-profit purposes only, and shall not lead to any commercial benefit.
- (16) **Compliance.** Third parties who are involved in any MPAA event or program, have to strictly comply with any regulations of the Association and these Code of Conduct. This includes all types of events and program, as well as any type of collaboration.
- (17) **Policy for announcements.** All announcements from third party have to be approved by the board, and has to be signed by a representative person of one or more third party. Any announcement has to be considered clear and understandable, grammatically correct, and should be written compliant with the Code of Conduct.

Berlin & Neuenburg, 16 July 2020

Change History

| Version | Clear documentation on each change of the document | Date |
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| 1 | Initial compilation | 16 July 2020 |