



Code of Ethics

The following Code of Ethics establishes fundamental ethical principles for participants in the **Procure Innovation EU- Training Programme- EISMEA/2023/OP/0012 - Lot 1**, which aims to foster the uptake of innovation procurement within public organisations in the European Economic Area (EEA). Compliance with this document is mandatory for all selected candidates. By accepting this Code of Ethics, candidates commit to upholding the highest ethical and professional standards throughout their engagement.

This document will only be applicable for the Level 1 Trainings of the **Procure Innovation EU - Training Programme** initiative, supported by EISMEA and DG Grow.

This Code of Ethics of the programme is based in the following principles:

1. Integrity

All candidates must act with honesty, fairness, and transparency in all activities related to the programme. Any form of fraud, misrepresentation, or manipulation of information is strictly prohibited. Integrity ensures trust among participants and stakeholders, which is essential for a successful and impactful training programme.

2. Accountability

Participants are responsible for their conduct, including their language, behaviour and the appropriate use of public funds. This conscious use of public funds should be particularly evident in relation to travels and accommodation, and participants should always aim to minimise potential disruption, such as unjustified last-minute cancellations or unnecessary changes to itineraries. Misuse of resources, non-compliance with programme guidelines or unethical behaviour may result in exclusion from the initiative of both the individual and the organisation. Accountability promotes professionalism and responsible decision making.

3. Respect and Inclusivity

All candidates must demonstrate respect for diverse perspectives, backgrounds, and expertise. The programme fosters an inclusive learning environment where all contributions are valued, and discrimination, harassment, or exclusionary behaviour will not be tolerated. Ensuring respect for all participants enhances collaboration and knowledge-sharing.

4. Professionalism

Participants are expected to engage in all training sessions, discussions, and activities with professionalism and diligence. This includes punctuality, preparedness, and constructive participation. Professional conduct ensures the programme's effectiveness and credibility.

5. Confidentiality

Any confidential or sensitive information shared during the programme must be handled with discretion and must not be disclosed to unauthorized parties. Maintaining confidentiality is crucial to safeguarding sensitive procurement processes and ensuring ethical engagement.

6. Collaboration and Knowledge Sharing

The programme thrives on active engagement and exchange of ideas. Participants are encouraged to contribute meaningfully to discussions, forums, and knowledge-sharing activities while respecting the intellectual property rights of others. Open collaboration supports the collective growth and impact of the initiative.

7. Compliance with EU Ethical Standards

Candidates must adhere to all applicable EU laws, regulations, and ethical procurement guidelines. This includes fair competition, avoidance of conflicts of interest, and adherence to the principles of responsible innovation procurement. Compliance safeguards the integrity of public procurement processes.