

Clean Energy Business Council Code of Conduct

Introduction

The Clean Energy Business Council's (CEBC) success as a neutral representative body in the MENA region will only be successful if:

- Members feel that they are being represented fairly by the Association
- Members feel that their voice is heard and their opinions respected when working in committee's and in other representations and activities of the Association
- That governments, whom we will deal with, feel that we are respectful and that our opinions represent the industry as a whole
- that we don't become captured by the interests of the few over the interests of the many
- That the Association offers a respectful, professional and engaging environment for industry players to work together in.

To achieve this we believe it is worth documenting the types of behaviours we expect of all individuals and Corporations associated with the CEBC.

To ensure that this Code of Conduct is upheld we have included grievance procedures and sanctions against Members and/or staff, should they be required.

We look forward to your support in up-holding the principles of this Code of Conduct and in creating a successful and rewarding Association.

1. Upholding of the spirit and objectives of the Association by Members

1.1 For the avoidance of doubt – the objectives of the Association are to:

- create the optimal conditions in the Middle East and North Africa to stimulate investment in the development and deployment of world's best clean energy technologies
- influence the development of effective legislation and regulation to enable the uptake of clean energy technologies and to improve its efficient use, and
- work to reduce costs and remove all other barriers to accessing clean energy.

1.2 All members acknowledge that the Association represents, to the best of its ability, all Members equally in the meeting of these objectives.

1.3 All Members acknowledge that to be effective, the Association must be seen as neutral and not representing a particular industry Member. As such members undertake not to unduly influence the neutrality of the Association through aggressive lobbying or 'stacking' of committees. In this context it must be acknowledged that Members who dedicate time and effort to the activities of the Association will naturally have more influence, but this must be done within the spirit of creating benefits for the whole Sector and not just for the individual Member concerned.

2. Dealing with Government agencies across the Region

2.1 Members acknowledge that the Association, when dealing with governments across the region, will be respectful of local laws, customs and practices and for the policy

development being undertaken. To this end, it is not for the Association to tell governments to set laws aside and to adopt the proposals of the Association but to work effectively and collaboratively with governments to reach a common understanding.

- 2.2 The Association will endeavour, where possible, to work in collaboration and partnership with government agencies.
- 2.3 While it is the role of industry to challenge government policy for efficacy and practicality, this must be done in a constructive manner. Where possible, the Association should provide research and tangible evidence for the assertions that it makes.

3. Representation of Members interests by the Association

- 3.1 Members acknowledge that the Association will not lobby for any commercial position of a Member.
- 3.2 While it is acknowledged that Members are always likely to gain commercially from the positions being advocated by the Association, they also acknowledge that the objective of the Association is to benefit all Members in the sector and the Association is not working to benefit the individual Member.
- 3.3 Where a Member is likely to have an unfair advantage over other Members as a result of a particular policy position being lobbied for by the Association, they must declare their interest to the Board.
- 3.4 Members will not approach the Association to lobby directly on their behalf to Government.

4. Dealings between Members

- 4.1 Members acknowledge that when working together on the Board, in steering committee's or in other activities being conducted under the auspices of the Association, that dealing between Members must be respectful.
- 4.2 Further to this, Members agree that undue coercion and harassment of any Member will not be tolerated.
- 4.3 While individuals may have strong opinions, they must respect the opinions of others and endeavour to persuade their colleagues through sound argument and providing evidence for their position where required.
- 4.4 Members must also show respect to the different ways that individuals contribute when in a group. Sometimes the quieter voices are the most powerful but space must be made for them to be heard. All Members will strive to create an environment where individuals feel that their voices will be heard and their opinions respected.
- 4.5 Members should also acknowledge that Members will have different levels of resourcing at their disposal which will affect their ability to contribute equally.

5. Dealings between Members and Association staff

- 5.1. Members must, at all times, treat Association staff respectfully, acknowledging the not for profit nature of the Association.

5.2 Where a Member does not believe a Staff member is working towards the objectives of the Association they should notify the CEO or Board directly for resolution of the issue.

6. Dealings of Association staff.

6.1 Association staff acknowledge that they are working for the interests of the Members and for achieving the objectives of the Association.

6.2 Where staff believe they are being unduly influenced by any particular Member they should notify the CEO or the Board who can assess whether there is a potential conflict of interest or breach of this Code of Conduct.

6.3 Staff must be honest in their dealings and mindful of the volunteer nature of work being undertaken by Members.

7. Grievance Procedure

7.1 If either a Member or a Staff member believes this Code of Conduct is being breached, they are to put their concern in writing addressed to the Board. The Board will consider the issue at a time appropriate to the level of seriousness of the claim and make a decision as to an appropriate course of action to be taken. The decision of the Board is to be considered final by all parties involved. All Members agree to cooperate with any inquiries the Board may undertake to investigate any allegations made. All Members agree to the confidential nature of such inquiries and will show the appropriate discretion.

7.2 For external parties dealing with the Association, they will also be asked to put any complaint to the Board and the Board will undertake to respond within 48 hours from receipt of any such complaint.

7.2 Should the Board determine that a breach of this Code of Conduct has occurred they may decide to pursue one of the following courses of action as deemed appropriate;

- (a) to directly request a Member or Staff Member to cease the action or activity which is the cause of the complaint
- (b) should the representative of a Member be in breach of this Code of Conduct and it is felt that they are unable to respect its requirements then a request may be made to the Member to change their representative.
- (c) should a Member be in serious and ongoing breach of this Code of Conduct, or having been asked to replace a representative, has not done so and the individual in question continues to be disrespectful of this Code of Conduct, then the Member may be asked to leave the Association. Should they be asked to do so, they forfeit any right to a reimbursement of Membership Fees.
- (d) the Board may choose to do nothing but should notify the complainant for their decision and the reasons for their decision.