



The Global Wallcoverings Association

# IGI ASSOCIATE MEMBERS CODE OF CONDUCT

By signing this code of conduct,

Company:.....

Address: .....

Zip Code:..... City: .....

Country:.....

**pledges to abide by the code's standards and procedures as a condition of admission and continuing membership in IGI – the Global Wallcoverings Association.**

## ***A. Lawful conduct***

We take compliance with the law and regulations for granted. All Associate Members are obliged to know, respect and comply with the laws relevant for them within their own country and EU legislation.

## ***B. Mutual respect***

Members show respect to fellow members as an individual, irrespective of his ethnic origin, skin colour, handicap, ideology, religion, nationality, sexual orientation, social background, gender or age. A member is obliged to refrain from any kind of discrimination (e.g. disadvantaging, harassment, mobbing) and to make a respectful and fair cooperation possible.

## ***C. Fairness***

The Associate Members category is formed from a diverse spectrum of all business sectors with a common interest in the wallcoverings industry. The spirit of fairness awarded to fellow members is a fundamental necessity for IGI membership. We support fair competition and follow the competition and antitrust laws of the European Community. Coordinated behaviour preventing or restricting competition is expressly forbidden. This would include but not be limited to agreements on pricing, quotations, terms and conditions of sale, capacity requirements which are sensitive or relevant for the market and would include the distribution of customers' areas of production and production programmes.

The above would apply not only to formal agreements which are by definition prohibited but also apply to coordinated behaviour, for example informal discussions or informal agreements aiming to or causing a restriction of competition. Individual companies may wish to present a united market approach to the industry by associate members in different product groups enabling commercial collaboration to increase sales. This is acceptable provided that any association, formal or informal, complies with antitrust/competition legislation and that any cooperation is made clear to all other associate members through the IGI Executive Committee.

## ***D. Avoidance of conflicts of interest***

No IGI Associate Member should in any way defame, criticize, undermine, or take unfair advantage of another person or firm's reputation or merchandise, in order to promote and sell his or her own merchandise. Situations which may result in conflicts of interests or which may influence the decisions of members and their business have to be avoided.

Benefits may only be accepted or granted by IGI Associate members if the mere impression that decision-



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making processes are intentionally or actually influenced is already excluded. Offering, granting, demanding and accepting money for personal purposes or enrichment are definitely not permitted."

An IGI Associate member should actively promote and encourage the highest level of integrity within the industry.

### ***E. Undertaking of confidentiality***

Members are committed to protect confidential information this means all information supplied to Associate Members by the IGI organisation in whatever form including oral, written and electronic.

Each associate member undertakes not to disclose to third party i.e. non IGI member, the confidential information and that each associate member will take all appropriate measure to maintain confidentiality of such information supplied.

Exclusions:

The foregoing would not be considered confidential if information was already known by the recipient prior to disclosure by IGI; information which is part of the public domain; information lawfully disclosed to an associate member by a third party who has the right to hold the information.

### ***F. Involvement and support to IGI***

Clearly the involvement and support of associate members is an essential part of the IGI's raison d'être and associate members are requested to supply all reasonable endeavours to ensure genuine involvement and support by the IGI's members and associate members in general.

Violations of the Code of Conduct will not be tolerated. Every member who does not behave in conformity with the rules has to reckon on reasonable consequences within IGI and provision which may reach membership termination. The report on violation will be treated confidentially.

Date:

Name of the Manager – Company Stamp  
Title and Signature

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