**International Association of**

**Certified Coaches – HEC Paris**

**(IACC – HEC Paris)**

19 rue Léopold ii – 75016 Paris

**CHARTER OF CONFIDENTIALITY AND CONFLICT OF INTEREST**

**1. Aim**

This charter aims at minimising the risks for the AICC-HEC Paris and the members of the Board of Management (hereunder members) in establishing a mechanism allowing to:

* identify and answer the conflicts of interest, potential or visible of the members in their activities
* insure the confidentiality of the information regarding the outside

The members of the Board of Management must favour a non-conflict loyal behaviour towards the IACC-HEC Paris and its members. This responsibility is about the loyalty towards other groups of interests, members of other Committees as well as the responsibility towards an employer.

Nobody must use his/her position or the relationships he or she can gain in their activities among the IACC-HEC Paris to generate a conflict of interest for the Association or any other entity.

2. **Commitment of information and participation to the IACC-HEC Paris**

The members are committed to inform the Bureau about any change in the information given to the IACC-HEC Paris at the time of registering and about them.

3. **Participation to the works of the IACC-HEC Paris**

Every member is committed, within his/her competences and free time, to take part to the works of the IACC-HEC Paris notably through working groups, existing think-tank, committees, or which could be constituted, in being voluntary to take part, or take charge or more generally to contribute to the running of the IACC-HEC Paris and its radiance.

The active participation to the works of the IACC-HEC Paris constitutes a determining criterion to the future eligibility of a member to the Board of Management.

The results of the works of the working groups enter the public domain and do not entail any authorship rights, no any patenting.

4. **Voluntary activity**

It is reminded that the participation of the members to the regalian missions of the IACC-HEC Paris (see Statutes and Rules of Procedures) is mostly voluntary and could not open to any payment of any kind except for the potential derogation planned in the Rules of Procedures.

Every activity, project, reflexion group, committee, information or action undertaken in the name of the Association by the members or the public must be approved by the Bureau of the IACC-HEC Paris beforehand.

**Reminder: any representation in the name of the IACC-HEC Paris is only done by the Chairperson or any member delegated by the latter.**

**5. Loyalty and respect of the image of the IACC-HEC Paris**

The members must behave as professionals being careful all the time not to do, give or spread which could compromise the image of the IACC-HEC Paris.

The members must behave with conscientiousness and loyalty in all circumstances, towards the other members as well as towards the project owners and other leaders, companies and partners of the Association, the co-investors and other networks, notably several members in a situation of competition for one project.

6. **Independence, transparency and values**

Members must be allowed to exercise their activities within the IACC-HEC Paris independently within the principle of separation of trades and positions

In respecting the values embodied by the IACC-HEC Paris, mutual respect and commitments, confidentiality and transparency, ethics, kindness and tolerance.

7. **Confidentiality**

On the occasion of their activities within the IACC-HEC Paris, any member who becomes acquainted with confidential information (explicit and/or implicit), commits him/her-self to take all the necessary measures to protect the confidential information to which he/she would have accessed, in accordance to the “need-to-know” principle.

He/she also commits him/her-self not to reveal, use, publish or transmit to a third person, directly or indirectly, all or part of those confidential information, without the written approval of the Bureau under any form whatsoever, or for any reason whatsoever and at any given time.

He/she insures the modalities of protection of that information.

The provision of the preceding paragraph does not apply to the confidential information:

* which is already in possession of the receiving part during the disclosure without violating itself in any legal obligation
* which arrives to the knowledge of the receiving part by distinct sources from the divulging part and who are authorized to disclose those confidential information,
* which were in the public domain before the date of communication by the divulging part or which entered it afterwards without any fault could be ascribed to the receiving part,
* which is developed independently by the receiving part or at his/her profit without them referring to the confidential information of the divulging part,
* which divulgation is demanded by the receiving part in application of the law, notably criminal, customs or fiscal laws.

8. **Conflict of interest**

A situation of conflict of interest could appear in cases where personal or professional interests of a member of the IACC-HEC Paris (or those of an organisation in which he/she has a control or an activity) would be competing with the mission entrusted to him/her by the association or with the obligations linked to his/her membership.

In this case, some loyalty requests the member to respect the main interests of the Association and not to use his/her position in the Association and the information that he/she knows in order to take advantage of them to the detriment and costs of the Association.

In any cases, the knowledge of such a conflict of interest must be avowed to the Bureau. It will be treated by the concerned entity so that the risks will be minimum both for the IACC-HEC Paris on the one hand and the organisation or person concerned on the other hand.

In such a case:

* Members must understand clearly the reasons for which the IACC-HEC is minimising and controlling the conflicts of interest.
* Members must understand the actions and behaviour which they must have to take part into the activities of IACC-HEC Paris
* People in charge of the activities and the managers of the IACC-HEC Paris must understand their responsibilities and actions demanded to implement this ethical code.

9. **RGDP Rules**

In the data processing and freedom law and within the framework of the LAW nº2081-493 of June 20th, 2018 concerning the protection of personal data.

The information gotten on the documents registered in a computerized file by the IACC-HEC Paris to transmit those information about and for the activity of IACC-HEC Paris.

They are held for a duration of 5 years and used only by IACC-HEC Paris according the RGDP, each member can have a right of access to the data about him/her-self and have them rectified by asking the IACC-HEC Paris, whose headquarters are at 19 avenue Léopold II – 75016 Paris.

10. **Penalty**

In case one of the articles from this charter is not respected, the Board of Management can decide on the radiation of the member or member**S** concerned.