
EUROPEAN FOREST INSTITUTE

DIRECTOR CODE OF CONDUCT

AS DECIDED BY THE BOARD OF THE EUROPEAN FOREST INSTITUTE

13 SEPTEMBER 2021, TO ENTER INTO FORCE 15 SEPTEMBER 2021

Standard of conduct

The Director will engage in his/her duties with the fullest commitment, and shall in performing those duties observe the highest standard of conduct.

The core principles of independence, integrity, loyalty and discretion must be observed in all aspects when holding the office of Director.

When exercising the powers and carrying out the duties conferred upon him/her, the Director shall act only with the interest and objectives of the Institute in view, adhering to all applicable regulations. The Director shall especially ensure that EFI's good reputation, reliability and finances are safeguarded.

The Director must avoid any kind of actions that may adversely reflect upon the Institute, or the integrity and impartiality that is required of the office of Director.

The Director shall in performance of his or her duties not seek or take instructions from anyone external to the Institute.

The Director may only use the resources of the Institute to advance the interests of the Institute.

Conduct towards EFI staff and members of the Institute's other organs

The Director shall treat EFI staff members and members of the Institute's other organs with dignity and respect.

The Director may not directly or indirectly exercise influence upon any organ of the Institute for his/her own interest, or for the interest of a third party.

Conflict of interests

The Director may not participate in any preparations, discussions, deliberations or decision-making where he/she is subject to a conflict of interests or is likely to become subject to a conflict of interests.

Being subject to a conflict of interests means having a personal interest, which influences or may influence the objective and independent performance of the Director's duties, or may reasonably be perceived as such.

The Director may not while serving as a Director and, unless exceptionally otherwise decided by the Board in the interest of the Institute, also for one year thereafter:

- seek, apply for, take up, or carry on employment, secondment, hosting arrangements, or services as an in-house consultant, with the Institute;
- perform services for the Institute directly (as a contractor) or indirectly (for a contractor); or
- apply for, or receive or otherwise benefit from a grant from the Institute.

Professional secrecy

The Director may not disclose or otherwise use confidential information for other purposes than what is in the interest of the Institute, and must handle confidential information properly so that it is not disclosed to or otherwise accessible to non-authorized persons.

This obligation will continue to prevail also after the term in office has ended.

Gifts and gratuities

The Director must exercise caution in accepting or giving any gifts or gratuities, taking into account that such action may reflect positively as well as negatively on the Institute.

Any honours, decorations, favours, payments, and other benefits or advantages are considered as gifts or gratuity.

Any gift or gratuity that exceeds common business hospitality, taking into consideration local cost and value levels, is not to be received or given.

It is acknowledged that it sometimes is impossible to politely refuse an expensive gift or gratuity. If not possible to refuse a gift or gratuity, the Director must accept the gift or gratuity on behalf of EFI and immediately inform the Chair of the Board as well as hand over the gift or gratuity to the Secretariat, after which it will become the property of EFI.