

EXPERTS WITHOUT BORDERS FEDERATION

CODE OF ETHICS AND CONDUCT

I. INTRODUCTION

This Code of Ethics and Conduct applies to and governs every person and entity who apply to Experts Without Borders Federation (Experts, Court of Law Participants, Arbitration Court Participants and any other Client who agreed to and shared this Code of Ethics and Conduct) or work directly for the Federation (Committee members, Employees, Volunteers, etc.).

In this document, the term “member/s” includes all people related to Experts Without Borders Federation (thereafter “EWBF”) in a professional way or who provide services to EWBF. The term of entity/entities means the Court/s, the Client/s or the EWBF as represented by its participants (EWBF Committee members, EWBF employees, Courts or any physical person representing an association, a company, a government, etc.).

Any code of ethics is built on a foundation of shared values and a related manner of conduct.

Adherence to the law is the minimum standard of expected behavior but members of EXPERTS WITHOUT BORDERS FEDERATION must do more than simply obey the law. Every member must embrace the highest standards of integrity, ethics, equity and justice.

These values lead directly to the Code of Ethics and Conduct that is set out below. These values inform and guide the actions that EWBF takes in developing its policies and practices.

II. PERSONAL AND PROFESSIONAL DEVELOPMENT

1. All EWBF staff, committee members, all other members and entities must act with honesty, integrity and respect with an appreciation of fairness and justice in all their personal dealings and as representatives of the organizations they serve. They must also share and respect the United Nations’ millennium development goals and our Articles of Association.
2. As professionals, all Expert must strive to meet the highest standards of competence and commit to strengthen their competencies on a continuous basis.
They commit to continuous learning, skills development and application of new knowledge related to their field(s) of expertise, the entities they serve (permanently or for a mission) and the Federation which accredited them.

The organization has a clearly stated mission and purpose, approved by the Committee, in pursuit of the public good. All of its services support that mission and all who work for or on behalf of the EWBF understand and are loyal to that mission and purpose.

3. The EWBF provides the most accurate and reliable Experts to Courts, Companies and other Clients around the world based on a robust selection and accreditation process.

EWBF stands for a higher level of competency, expertise and reliability.

III. GOVERNANCE

The organization is headed by its executive committee (hereafter “governing body”) that is responsible for setting the missions and strategic directions of the organization and provide ongoing oversight of the finances, operations, and policies of the EWBF.

The governing body:

1. Ensures that its board members have the requisite skills, expertise and experience to carry out their duties and that all members understand and fulfill their governance duties and act for the benefit of the organization and its public purpose;
2. Promulgates and enforces a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
3. Is responsible for the hiring, firing, and regular review of the performance of the President of the EWBF executive committee, and ensures that the compensation of the President of the EWBF executive committee is reasonable and appropriate;
4. Ensures that the President of the EWBF executive committee and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
5. Ensures that the organization conducts all transactions and dealings with integrity and honesty;
6. Ensures that the organization promotes working relationships based on mutual respect, equity, and transparency with all members, entities, and EWBF staff;
7. Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices;
8. Ensures that policies and procedures of the EWBF are in writing, clearly articulated, appropriately promulgated and officially adopted;

9. Ensures that the resources of the organization are responsibly and prudently managed
10. Ensures that the organization has the capacity to carry out its services effectively.

IV. INDIVIDUAL LEADERSHIP

1. EWBF staff, Committee members and entities are expected to exemplify the qualities of individual leadership as an example for others by maintaining the highest standards of ethical conduct, thereby earning, respect and increased credibility for the Federation and those they work with and/or serve.
2. Every person must act ethically in every professional interaction, question individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner, seek expert guidance if ever in doubt about the ethical propriety of a situation, and in every way protect and enhance the reputation of the profession and the Federation.

V. FAIRNESS AND JUSTICE

Every person related to EWBF (Committee, staff, Experts, Courts participants and any other Client) is ethically responsible for promoting and fostering fairness and justice for all.

To do so, they will:

1. Respect the uniqueness and intrinsic worth of every individual and organization.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation and unlawful discrimination.
3. Respect the laws, culture and rules of the countries to which they travel.
4. Ensure that everyone has the opportunity to hone their skills and develop new competencies.
5. Never act against nor improperly disparage another entity (Expert, Court or Client) to get a mission.
6. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
7. Regardless of personal interests, support decisions made by the organizations that are both ethical and legal.
8. Act in a responsible manner and practice sound judgment in the countries in which the organizations they serve operate.

VI. GIFT POLICY

Every individual related to EWBF is responsible for promoting and fostering fairness and justice for all.

To do so, they will:

1. Not accept any favor of any kind (material or not), even if this favor will not change the result of the expertise offered or the decision made upon it.
2. Inform the EWBF immediately if they are or believe they are in a corrupt situation.
3. EWBF can accept any kind of donation that permits the achievement of its goals as long as it respects its values.

VII. CONFLICT AND INTEREST

1. Purpose

EWBF is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support.

Consequently, there exists between EWBF and its board, officers, management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of EWBF honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of EWBF. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with EWBF or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

2. Persons concerned

This statement is directed not only to Experts but to every entity, Committee member, EWBF staff and employees who can influence the purpose and mission of EWBF.

3. Areas in which conflict may arise

Conflicts of interest may arise in the relations of the Experts with any of the following third parties:

- i. Courts of Law (anybody representing it)
- ii. Arbitration Courts (anybody representing it)
- iii. Clients (anybody representing, working for or the principals, including lawyers)
- iv. Persons and firms supplying goods and services to EWBF

- v. Persons and firms from which EWBF leases property and equipment, or that provide any outsourcing services
- vi. Persons and firms with whom EWBF is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- vii. Competing or affinity organizations
- viii. Donors and others supporting EWBF
- ix. Agencies, organizations and associations which affect the operations of EWBF
- x. Family members, friends and other employees

4. Nature of conflicting interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

- i. Owning or having an interest in any third party dealing with EWBF
- ii. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with EWBF
- iii. Receiving remuneration for services with respect to individual transactions involving EWBF
- iv. Using EWBF's time, personnel, equipment, supplies, or will good for other than EWBF-approved activities, programs, and purposes.
- v. Receiving personal gifts or loans from third parties dealing or competing with EWBF. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

5. Interpretation of this statement policy

The areas of conflicting interest listed in Section 3 and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that every member and/or entity will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of EWBF.

However, it is the policy of the Federation that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to

immediately make such disclosures. Should conflicts of interest be identified with EWBF members or with any other third parties, immediate disclosure to the EWBF executive committee is mandatory. Transparency is one of the basic principles of the EWBF.

6. Disclosure policy and procedure

Transactions with parties with whom a conflict of interest exists may be undertaken only if all of the following are observed:

- i. The conflicting interest is fully disclosed;
- ii. The person or entity with the conflict of interest is excluded from the discussion and approval of such transaction;
- iii. A competitive bid or comparable valuation exists; and
- iv. The Committee has determined that the transaction is in the best interest of the organization and does not create any unfair treatment for other parties

Should conflict of interest be identified with EWBF members or with any other third parties, immediate disclosure should be made to the EWBF executive committee.

The Committee shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to EWBF. The decision of the Committee on these matters will rest in their sole discretion, and their primary concern must be the welfare of EWBF and the advancement of its purpose.

7. Conflict between members

Should conflict between members of EWBF arise, immediate disclosure should be made to the EWBF executive committee. The Committee shall determine the nature and extent of the conflict and help the parties to resolve this conflict. If the conflict can not be resolved between, the committee may refer the parties to the appropriate court of law.

VIII. COMMITMENT

By adhering to our Code of Ethics and Conduct, court, government, or other client members commit not to circumvent our platform by directly contacting the experts. The expert members commit not to circumvent our platform by contacting court, government, or other client members.

IX. LEGAL COMPLIANCE

The organization has knowledge of and complies with all laws, regulations and applicable international conventions.
