

ATLAS Code of Conduct

All Members undertake to:

1. Conduct their business within the requirements of legislation, regulations, relevant industry standards and codes of practice, ATLAS guidance, health & safety guidance, this Code of Conduct, Competition Compliance Policy and ATLAS Membership Terms and Conditions.
2. Conduct their business on sound, ethical and professional principles; trade fairly and honestly and act with integrity. When assessing any work previously undertaken by others (members or non-members), such assessment must be supported by objective, fact-based evidence, based on the relevant British or European Standards.
3. Behave respectfully and courteously to all other members and Association staff and act in accordance with the Association's contact policy.
4. Implement and uphold suitable and sufficient anti-discriminatory policies.
5. Implement and uphold suitable and sufficient anti-bribery policies.
6. Implement and uphold appropriate complaints and disputes handling procedures.
7. Provide appropriate training for their staff to enable them to operate in accordance with current legislation and product standards.
8. Ensure their staff are conversant with and have access to this Code of Conduct.
9. Only use the Association's logos or trademarks as prescribed in the Association's brand guidelines and membership terms and conditions.
10. Not to communicate with the press or other media, including social media and other means of digital communication, on behalf, or purporting to be on behalf, of the Association without the express written permission of Council.
11. Not to present externally, on behalf, or purporting to be on behalf of the Association unless the content is approved in advance by the Association and delivered in full, without amendment.
12. Not to provide misleading or inaccurate statements in their advertising or promotion.
13. Take care to ensure only technically correct information is published, (including images, text and video content) via all media channels.

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14. Refrain from making unsolicited contact with employees of other member organisations for recruitment purposes. (This includes ensuring that any recruitment agencies contracted do not engage in direct contact with other members' staff regarding vacancies).
15. Follow and comply with any instruction, guidance or advice issued by the Association or provide just cause for failing to do so.
16. Notify the Association of any matter which might adversely affect the reputation of the industry or the Association.
17. If an elected officer, fulfil their duties with objectivity, to the best of their ability, and in the interests of the Association and industry, without fear or favour.
18. Contribute fully to committees to which they are elected or appointed and extend mutual respect to their fellow members.
19. Disclose any interest they may have in any subject, motion or application under discussion at Council or Committee meetings and to disqualify themselves, or to be disqualified, from such discussion or voting thereon if the Chair deems this appropriate.
20. To co-operate fully with the Council of the Association, its Officers, representatives and Committees, and to provide such information as they may reasonably request or provide just cause for refusing to provide such information.
21. Not to bring the industry or the Association into disrepute by their actions or negligence.
22. To refrain from anti-competitive or otherwise unlawful behaviour.