

Business Principles

Purpose

We believe that empowered and responsible employees who display sound judgment and awareness of their corporate and social responsibilities are fundamental to the ETI's success.

The purpose of these Business Principles is to establish the framework within which the ETI will carry out its business. They will guide the way we behave and determine our relationship with all stakeholders, in particular:

- Partners
- Employees
- Business partners
- Suppliers
- National and local governments
- Communities where we operate
- Society in general

Adherence to these Business Principles is mandatory for every ETI employee and for every organisation that carries out work on behalf of the ETI.

1. Integrity

We shall carry out our activities in an open, fair and honest manner. All officers and employees of the ETI must avoid conflicts of interest with their ETI responsibilities. Any such conflict, actual or potential, must be declared immediately it arises to enable the ETI to take appropriate action.

2. Employee relations

We shall treat employees and potential employees fairly, equally and lawfully, adhering to all relevant employment legislation and actively encouraging diversity in our workforce.

We shall create an inclusive work environment where every employee has an equal opportunity to develop his or her skills and talents, and provide employees with appropriate training and development opportunities.

Employees will have access to a confidential process enabling them to inform the ETI Board of any breach of these Business Principles.

3. Health and safety

We shall adopt a systematic approach to health and safety management in order to achieve sustainable performance improvement.

We shall seek to ensure that all organisations receiving ETI funding agree to have procedures and processes in place that are consistent with this business principle.

4. Environment

We shall fully comply with all relevant environmental legislation, and also seek ways to reduce the environmental impact of our operations, with particular emphasis on energy efficiency.

5. Governance

We shall establish processes that identify, assess and manage risks to the ETI and shall carry out regular internal audits to ensure full compliance throughout the ETI.

All business transactions on behalf of the ETI will be reflected accurately and fairly in the accounts, in accordance with established procedures, and will be subject to audit and disclosure.

6. Asset protection and confidentiality

We shall protect vigorously both our physical and intellectual assets. We shall respect the strict need for confidentiality when dealing with the intellectual property assets of both our member organisations and other organisations with whom we conduct business.

7. Compliance with laws, regulations and local customs

We shall respect all applicable laws and regulations of the countries in which we operate and shall seek to operate within the framework of applicable competition laws including any EC rules and regulations relating to State Aid.

We shall act in a socially responsible manner and respect local customs and traditions.

8. Bribery and corruption

We expressly forbid the direct or indirect offer, payment, solicitation or acceptance of bribes or any form of payments which seek to create an unfair advantage or exert undue influence over an individual or organisation.

Gifts and hospitality in excess of £30 will be declared.

9. Political activities

We shall not align with any political organisations and shall not make donations to any political parties or their representatives.

We shall not campaign on any issues but shall provide relevant information on our activities where it may serve to inform policy making and the public debate.

10. Stakeholder relations

The ETI recognises that regular dialogue and engagement with all stakeholders is essential.

We shall report upon our performance by providing relevant information to our stakeholders, subject to any overriding considerations of confidentiality, security and other legal restrictions.

We shall maintain dialogue with relevant non-governmental organisations to ensure that they understand the reasons for our actions.

We shall aim to be good neighbours by improving the ways in which we contribute to the general wellbeing of the communities in which we work.

Putting our Business Principles into practice

The ETI's Board of Directors, its Executive management and its employees commit to adhere to these Business Principles and the ETI shall seek to ensure that individuals or organisations that undertake work on behalf of the ETI, also commit to do so.