

## **CASIS - Code of conduct for consultants**

### ***TO BE FILLED IN AND TO BE SIGNED BY THE CONSULTANT***

#### **Definitions**

In the context of this document:

- "**Contractor**" refers to a sole contractor, to a consortium or to each member of a consortium (as well as, by extension and when appropriate, to Subcontractors).
- "**Staff**" refers to individuals who are employed by (or work as freelancers for) a *Contractor*

I, the undersigned, .....,

Employee / freelancer of the company: .....

Declare my awareness and agreement with the following guidelines:

#### **Employer / Hierarchical link**

- *Consultants* are employed by the *Contractor*, not by the Commission. Accordingly, any matters directly related to the hierarchical link (career development, supervision of work quality, planning of leaves, etc.) must be dealt with the *Contractor*, not with the Commission.
- In addition, *Consultants* must not, under any circumstances, convey the impression that they are employed by the Commission, or that they are authorised to represent the Commission. In particular, when signing documents or e-mails, or whenever their name appears in a document related to their work for the Commission, clear reference must be made to the fact that they work for the *Contractor*. The Commission can issue more detailed instructions to this end.

#### **Relations with the Commission and with Commission staff**

- *Consultants* shall not seek to obtain financial, contractual, commercial or other sensitive information which is not necessary for performing the Framework Contract. If —for whatever reason— such information is in fact obtained, they shall refrain from using or disclosing it, unless the Commission explicitly authorises them to do so. The above does not apply to information which is already publicly available.
- *Consultants* shall not exert any pressure on Commission officials. In particular, they shall not seek to obtain any information on on-going or forthcoming procurement procedures which is not already in the public domain.
- *Consultants* shall refrain from making any gifts or offers of hospitality to Commission officials.

### **Safety and security**

- *Consultants* must follow all safety and security requirements and procedures laid down by the Commission, in particular (but not limited to) the following:
  - When on Commission premises, *Consultants* shall wear at all times the access card issued to them by the relevant Commission services.
  - *Consultants* must not jeopardise the security, integrity and/or confidentiality of the Commission's information systems and/or data.
  - *Consultants* may not bring in, or let in, any unauthorised person to Commission premises.
  - When, at the Commission's discretion, *Consultants* are entitled to use the parking lots available in Commission buildings, they must respect strictly the applicable rules and regulations. Failure to do so will result in the removal of the authorisation.
- When appropriate, *Consultants* must respect the confidentiality of safety and security requirements and procedures.

### **Use of equipment and infrastructure**

- *Consultants* must ensure that the equipment and infrastructure provided to them by the Commission remains in good working order and report any incidents to this effect. Use of this equipment and infrastructure, including software and access to information systems, must be limited to professional purposes related to the performance of contractual obligations.
- However, use of standard computer equipment (including e-mail and Internet access) and fixed telephones for private purposes is tolerated under the same conditions as for Commission staff, i.e. (in summary) as long as such use (i) is on a purely occasional basis and does not amount to extensive use; and (ii) is not for illegal or irregular purposes, in any way that might disrupt the functioning of the service itself or in any manner contrary to the interests of the Commission.

### **Conduct at work**

- When on Commission premises, *Consultants* must not perform any professional tasks which are not linked to the Framework Contract.
- *Consultants* must be aware that the Commission reserves the right to check the accuracy of any declarations about presence at the workplace, and to undertake corrective actions whenever necessary.
- *Consultants* are strongly expected to adopt an eco-friendly behaviour in Commission buildings. This includes, for instance, printing on both sides of the paper, switching off the lights and other equipment, using appropriate bins for waste recycling, etc.

Signed in ....., on (day/month/year): ...../...../

[signature]