

The code of conduct is an internal document for the ENPHE governing board and membership. It sets out principles regarding the conduct in the network. It frames behaviour and collaboration expected of its members and elected representatives. The code of conduct is aligned with ENPHE's values and principles statement, and its greater governance principles. It should be read in conjunction with the *ENPHE Operational Structure* documentation.

## MEMBERSHIP CONDUCT

ENPHE members shall ...

- Contribute to work towards the ENPHE vision and mission by being open to new ideas and approaches.
- Demonstrate respectful behaviour towards other members and staff and treat different opinions respectfully.
- Work together based on trust and transparency related to the commonly agreed objectives and processes and with a responsible use of the network's resources.
- Actively and regularly participate in meetings, working groups, committees and decisions. And openly communicate if they cannot carry or support a decision.

## BOARD CONDUCT

In addition, ENPHE governing board members shall ...

- Act honestly and in the best interests of ENPHE. In this regard, a board member will declare all interests that could result in a conflict between personal and ENPHE's priorities.
- Make reasonable enquiries to ensure that ENPHE is operating efficiently, effectively, legally and ethically in the pursuit of its vision and mission, based on its underlying values and principles.
- Exercise diligence and care in fulfilling the functions of office as outlined in the board member's work description. Attend meetings and participate actively in the decision-making process.
- Devote enough resources to allow for appropriate participation in the board's governance processes.

## CODE OF CONDUCT

- Not disclose to any other person confidential information other than as agreed by the board or as required under the ENPHE statutes.
- Meet its responsibility to ensure that staff employed by ENPHE is treated with due respect and is provided with a proper working environment and working conditions.
- Put in place arrangements to ensure that members are properly briefed and assisted and have access to all relevant information.

## OWNERSHIP

The ENPHE membership acknowledges that all documents produced by ENPHE committees and working groups are owned by ENPHE. However, individual authorship shall be indicated where relevant. The documents are licensed by using the Creative Commons Public License: CC BY-NC-ND 4.0 (see *ENPHE Visual Identity* documentation).

## CONFLICT OF INTEREST

Any business or personal matter which could lead to a conflict of interest, for example of a material advantage, involving a board, committee, working group or staff member in their role and relationship with ENPHE, must be declared.

Any conflict of interest must be declared at the earliest time after the conflict is identified. Members aware of a real or potential conflict of interest, have a responsibility to bring this to the notice of the board. Any such conflict must be presented to the governing board in writing.

The ENPHE governing board shall determine whether or not the conflict is of a relevant nature and shall advise the individual accordingly. Where the board has declared that it is of significance to ENPHE, the individual concerned shall not vote on any resolution relating to that conflict or issue. All decisions must be minuted and transparently shared with the membership.

## HEALTH AND SAFETY

ENPHE understands its duty to ensure that all relevant elements for health and safety are met for its members contributing to committees and working groups, and for staff.

Accordingly, the governing board shall ensure that robust systems are designed so that it receives the information necessary and takes the connected action to exercise its duties related to applicable national or international laws.

ENPHE acts in a sector with a variety of overlapping fields that create sufficiently complex and constantly changing situations. While the ENPHE code of conduct provides guidance, it cannot offer definitive resolution to all questions arising in the network.

As ENPHE is a transnational and informal network it is obvious that differences of opinion as to what constitutes ethical behaviour are inevitable. Such differences must be considered by the ENPHE board and respected as much as possible.

The ENPHE code of conduct does not frame the core values of the physiotherapy profession in Europe.



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