SCC's Member Code of Conduct

Standards Council of Canada (SCC) is responsible for Canadian participation in regional and international technical and governance activities relating to international standardization. As the Canadian national standards body, SCC establishes the requirements and guidance for participation within the Canadian framework and has the authority to determine compliance with the requirements, as outlined in this document.

SCC members participating in standardization activities are responsible for complying with:
- *SCC Directives Part 1: Participation in International Standardization*
- *SCC Directives Part 2: Participation in International & Regional Standardization Organizations*
- *SCC Directives Part 3: Administrating Organizations – Management of Mirror Committees*
- *SCC's Member Code of Conduct*

SCC members are also responsible for raising concerns as soon as possible if they perceive behavior that is not in accordance with the Code of Conduct.

Persons authorized by SCC to participate in standardization shall:

Work for the benefit of the standards community
- Recognize that the development of international standards is for the net benefit of Canada and the broader community.
- Acknowledge that members are required to represent national body's interests, or stakeholder category's interests and must be prepared to accept consensus decisions that are in the broader interest.

Uphold the consensus process
- Uphold the principles of the consensus-based principles of standards development
  - Practice openness, transparency, balance and respect for each participant.
- Embrace the concepts of compromise and consensus-building in the development of standards.

Respect others
- Be polite, professional and respectful of others
- Uphold the professional culture of standardization.
- Listen to and embrace the diversity of professional views – scientific, technical, or otherwise.
- Accept and respect decisions of committees and their associated groups.
- Treat all persons with respect and fairness.
  - Do not offer, or appear to offer, preferential treatment to any person or group.

- Refrain from returning discussions back to a closed item unless new, relevant information emerges.
- Be respectful of time and refrain from contributing the same viewpoint that has already been stated on topic of discussion in a meeting.
- Be culturally aware of language differences and individual skills. Make the effort to hear and understand the views of all, regardless of their background, accents and command of the language used in a meeting.

Use social media responsibly
- Understand that while social media can be a valuable tool for sharing information about SCC, ISO, IEC, or a regional standardization body, it must always be used professionally and respectfully.
- Understand that members are personally responsible for any content that is published, and that members are not to express positions and opinions in such a way as to imply that these are representing SCC, ISO, IEC or a regional standardization body.

Participate actively
- Contribute to standardization work through the official procedures outlined in applicable policies and directives.
- Abide by assigned roles and responsibilities and actively engage in standardization activities.
- Respond in a timely manner to requests for review and comment of documents.
- Participate in meetings, either in person, virtually or by phone.
- Engage and consult with SCC and your stakeholders to ensure they are informed of standardization activities, and their views are represented.
- Collaborate online using the appropriate SCC, ISO, IEC, and regional standardization body's IT tools.

Respect dispute resolution processes
- Identify and escalate issues and disputes to SCC in a timely manner.
- Uphold SCC's escalation and dispute resolution processes.

Behave ethically
- Act in good faith, with care and due diligence.
- Behave in a transparent manner by declaring all relevant interests.
- Refrain from:
  - Providing false or misleading information
  - Withholding and/or presenting information necessary to a full, fair, and complete consideration of the issues.
- Advise the relevant committee/working group of a perceived, potential or actual conflict of interest situation and withdraw from discussion of that particular item, when appropriate.

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- Promote a culture of fair and ethical behaviour, without prejudice against any participant.
- Report, and encourage the reporting of unethical behaviour, breaches of the law, and matters detrimental to SCC and its reputation.
- Refrain from debate and discussion that is disrespectful, threatening (mental or physical), or otherwise unprofessional in tone or which is offensive to other participants and damaging to the overall process of achieving consensus.
- Prevent and challenge disrespectful and unsafe behaviour in a professional manner.

Respect competition legislation
- Obey all relevant international, federal, and provincial/territorial competition legislation.
- Avoid collusive or anticompetitive behaviour.
- Promote a culture of adherence to the principles of competition.
- Avoid exchanging or discussing, commercially sensitive or strategic information, including, but not limited to:
    o Data relating to prices and/or timing of pricing changes
    o Conditions of licences (for example with distributors)
    o Discounts
    o Profits and/or profit margins
    o Cost data, market share and customer lists
    o Supply or marketing schedules
    o Bidding behavior
    o Future developments, trends or market conditions in your industry that might have an impact on competition
    o Any other information that might allow competitors to adapt their business strategies accordingly

Respect Intellectual Property Rights
- Disclose promptly when a member or their organization are in possession of intellectual property rights that affect the development of international standards.
- Comply with SCC, ISO, IEC, and/or regional standardization bodies applicable policies on patents.
- Protect SCC, ISO, and/or IEC copyright on all documents in circulation.
- Refrain from sharing, reproducing, or storing any documents, unless you have permission to do so.
- Respect the copyright of committee documents when sharing with relevant stakeholders.
- Comply with SCC, ISO, IEC, and/or regional standardization bodies applicable policies on copyright protection.

Respect privacy rights
- Safeguard the privacy rights of other participants, and do not disclose their personal information to others without their permission.

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Respect confidentiality

- Participants are responsible for the confidentiality and protection of committee documents and other information provided as part of their participation in national, regional, and international standardization activities.
- Where committee documents are provided to stakeholders for review, comment, and informing national positions, participants remain responsible for the confidentiality and protection of the information.

Supporting documents relevant for understanding the Code of Conduct:

- *ISO/IEC Directives Part 1*
- *IEC and ISO Guidance and Process for Addressing Misconduct and Breaches of the Code of Conduct*
- *IEC and Common Patent Policy for ITU-T/ITU-R/ISO/IEC*
- *IEC Copyright*
- *ISO Policy on Communication of Committee Work*
- *World Trade Organization (WTO) Technical Barriers to Trade Agreement (TBT):*
- *TBT Committee's Decisions and Recommendations (G/TBT/1/Rev.14)World Trade Organization - Principles for the Development of International Standards, Guides and Recommendations*

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