

Swiss-Vietnamese Business Gateway

CODE OF ETHICS

According to the 27 January 2021 Charter (“Statuts” in French) of the Swiss-Vietnamese Business Gateway (SVBG), members of all organs including the Committee of Co-founders, the Supervisory Board, as well as the management team and advisers, work for SVBG on a voluntary basis.

As a nonprofit Association, SVBG finances itself by membership fees, sponsoring, donation, and proceeds from events it organizes and services it provides as allowed by the Swiss Civil Code.

SVBG demands all Board members and volunteers (hereinafter referred to as “SVBG Collaborator” or “Collaborator”) to adhere to this Code of Ethics and demonstrate highest integrity, fairness and responsibility within the organization and outside.

By joining SVBG, all Collaborators consent to the following principles and policies:

Confidentiality Policy

No Collaborator shall disclose confidential information belonging to, or obtained through his/her affiliation with SVBG, to any third party including her/his relatives, friends, and business and professional associates, unless with SVBG’s prior authorization.

Confidential information includes personal identifying information of colleagues (e.g., ID number, home address or telephone number, Internet identification name or password, etc.), management information (such as internal discussions about organizational issues, workplace conducts, disciplinary actions, etc.) and business information (business plans, financial data, budget, client/customer lists, member and contractor lists, etc.).

Business information is disclosed internally on a “need to know” basis. Those directly engaged in planning and/or executing a specific work or project have the rights to the related information.

Upon separation from engagement with SVBG and at the end of a Board member’s tenure, the leaving person shall return all documents, papers, and other materials, that may contain confidential information.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

This policy is not intended to prevent disclosure where disclosure is required by law.

Policy on Conflict of Interest

The purpose of this Policy is to protect the interests of the Association.

A conflict of interest is defined as any situation which may create a conflict between the interests of the Association and that of a Collaborator.

In the regular course of business, a Collaborator may have the opportunity to advance his/her own personal interests against those of the Association. Acting in such a way is unacceptable.

Principle: Each Collaborator must carry out his/her duties in a strictly neutral and impartial manner. He/she must manage his/her personal and professional affairs in such a way as to avoid as far as possible conflicts of interest with SVBG, whether real, potential or apparent.

Duty to disclose: Every Collaborator is obliged to disclose to the Committee of Co-founders any known or potential conflicts of interest as soon as they arise.

A conflict of interest can be identified when one of the following conditions is met:

1. Collaborator has a personal or professional interest in a decision he/she is called upon to take, is economically associated in some way with the party(ies) involved in the case;
2. Collaborator is related by blood, marriage, close friendship, personal enmity or close professional ties with a party or person who is involved in the same case;
3. Collaborator might otherwise appear as a defendant in any other way, in particular due to close friendship, personal enmity or close professional ties with a party in the case.

The Committee shall recuse the Collaborator concerned during the decision process. The Collaborator concerned shall not participate in the deliberations or the vote on the case.

If the Committee determines that a conflict exists, steps will be taken to address the conflict. When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Disciplinary actions against a Collaborator having knowingly acted upon a conflict of interest may include temporary suspension or even termination of collaboration with SVBG.

Awarding of contracts: Before awarding a contract, a decision-making group will be formed. The decision-making body shall seek to obtain several offers from different companies/contractors.

Confidentiality policy and the rules on conflict of interest must be strictly observed and respected throughout the contractor selection process.

This Code of Ethics, including the policies on Copyright and Social Media Good Practices, was approved by all Collaborators at the General Meeting on May 15, 2021 and entered in force immediately.