



Code of conduct for meetings

The purpose of the code of conduct for meetings is to create a positive and productive environment in all ITI meetings, fostering collaboration and effective decision-making for the benefit of ITI and its members. All members of ITI committees and working groups are expected to adhere to the following behaviours.

1. Respect and professionalism

- Treat each other with respect, courtesy, and professionalism during meetings and related interactions.
- Avoid personal attacks, offensive language, or disruptive behaviour that hinders productive discussions.
- Listen actively and be open to diverse viewpoints without prejudice.

2. Confidentiality

- Comply with data protection and privacy legislation and abide by ITI's Privacy Policy, ensuring the secure handling and storage of any personal or confidential data.
- Maintain strict confidentiality regarding sensitive information discussed during Committee meetings or by email.
- Do not disclose or discuss confidential matters beyond Committee members, unless explicitly authorised to do so.

3. Preparedness and participation

- Be well prepared for meetings by reviewing materials in advance and actively engaging in discussions.
- Contribute constructively to agenda items, share insights, and raise relevant concerns to make informed decisions.

4. Conflict of interest

- Disclose any potential or perceived conflicts of interest before relevant discussions and abstain from influencing decisions where conflicts exist.



5. Timeliness and attendance

- Attend all meetings promptly and consistently, except in unavoidable circumstances.
- Notify the Chair in advance if unable to attend a meeting.

6. Adherence to bylaws and policies

- Comply with ITI's bylaws, policies, and Code of Professional Conduct.
- Seek clarification if uncertain about any policies or guidelines.

7. Decision-making and consensus

- Explore matters from various and even opposing perspectives.
- Engage in fair and transparent decision-making processes that prioritise the best interests of ITI and its members.
- Strive to reach consensus whenever possible but respect the rights of individuals to express dissenting opinions.

8. Proper use of technology

- Utilise technology, such as virtual meeting platforms and communication tools, responsibly and in accordance with ITI procedures.
- Avoid the use of personal devices or engaging in unrelated activities during meetings.