

ACTRIS ERIC Code of Conduct

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1 Introduction

A code of conduct is a defined collection of rules, principles, values, expectations and behaviours that an organization considers essential for its success. It defines the principles and ideals that distinguish an organisation, and it is meant to reflect organisation's culture. A code of conduct is an essential guide serving as a reference for the employees.

This document presents the Code of Conduct for ACTRIS ERIC, the coordinating legal entity for the distributed Aerosol, Clouds and Trace Gases Research Infrastructure (ACTRIS). It applies to the employees of ACTRIS ERIC but not to those people that are contributing as in-kind to ACTRIS ERIC. ACTRIS ERIC also has other guiding documents like the ACTRIS ERIC Gender Equality Plan, as well as policies and rules like the ACTRIS ERIC Staff Rules, ACTRIS Employment Policy, and ACTRIS Ethics Policy which are the basis for this document.

2 Our Values

The Code of Conduct is essential to ensure that ACTRIS ERIC's core values are consistently upheld in all activities. It provides a clear framework that guides behaviour, supports ethical decision making, and fosters a culture where individuals feel safe, valued, and treated fairly. By articulating these expectations, ACTRIS ERIC strengthens trust, promotes accountability, and promotes a positive and safe working environment for everyone.

2.1 Integrity

Exercising honesty, strong moral principles and being accountable and ethical in the workplace.

At ACTRIS ERIC we always strive to:

- exercise our authority in a respectable and responsible manner
- demonstrate fairness and objectivity
- avoid conflict of interest
- respect each others' privacy and safeguard personal information
- ensure that all decisions are made transparently and are grounded in fair, equitable and clearly defined criteria.

2.2 Professionalism

Aiming for efficiency and competence and being reliable and respectful with those in the workspace and within ACTRIS.

At ACTRIS ERIC we always strive to:

- create and maintain a positive and professional working environment
- define and follow realistic objectives and outcomes of our activities
- diligently represent ACTRIS ERIC when interacting with the external community
- value each others' strength and expertise and accept each others' weaknesses
- provide assistance and guidance to colleagues where appropriate

2.3 Diversity and Equality

Embracing differences and equality and fostering collaboration and dialogue.

At ACTRIS ERIC we always strive to:

- promote inclusivity and acceptance in the workplace both with respect to personal and professional characteristics
- treat others with tact, courtesy and respect
- discourage discrimination of all forms and be mindful that different people perceive statements and actions differently
- cultivate acceptance and team spirit, and encourage and promote team building

2.4 Respect

Promoting trust, friendliness and positive attitude and acknowledging and valuing each other's roles and responsibilities.

At ACTRIS ERIC we always strive to:

- cultivate a friendly, positive and supportive work environment
- provide positive and constructive feedback and acknowledge that making mistakes is human
- acknowledge each others' duties and responsibilities and be open and pro-active to new tasks and ways of working

2.5 Collegiality

Building and maintaining positive working relationships with others while working towards a common purpose. Collegiality requires fostering cooperative and respectful relationships and taking collective responsibility for achieving shared goals.

At ACTRIS ERIC we always strive to:

- Work collaboratively and support one another to achieve ACTRIS ERIC's objectives.
- Foster a work culture where knowledge, expertise, and information are shared openly and freely.

- Encourage teamwork, mutual support, and cooperation across all levels of the organisation.
- Promote shared responsibility and involve staff in decision-making processes where appropriate.
- Demonstrate respect for diverse perspectives, experiences, and backgrounds, while valuing both our similarities and differences.
- Maintain positive and professional working relationships built on trust, respect, and accountability.
- Address disagreements and resolve conflicts constructively, professionally, and in a timely manner.
- Recognize and appreciate the contributions and achievements of colleagues.

2.6 Financial Management and procurement

At ACTRIS ERIC we always work towards regulating procurement and promote the objectives of:

- Observe legislations and official regulations European Commission and Finnish Law, as well as ACTRIS ERIC's Internal Financial Rules and Procurement Rules
- Value for Money: Secure the best mix of quality, effectiveness, and price over the whole life cycle of the purchased goods, works or services
- Publicity: contracts above certain thresholds shall be published in appropriate media
- Integrity: all procurement shall be conducted in a manner above reproach and with complete impartiality and preferential treatment for none,
- Sustainability: in accordance with relevant EU policy, we seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.
- Innovation: whenever possible the need to spur innovation is taken into account when planning the procurements.

3 Reporting a violation of the Code of Conduct

All employees are required to report any actual or suspected breaches of this Code of Conduct to the Director General. The Director General will ensure that all reports are handled promptly, impartially, and confidentiality.

Any actual or suspected breaches of this code of conduct by the Director General should be reported the Chair of the General Assembly.

4 References

ACTRIS ERIC Head Office. (June 2023). ACTRIS Employment Policy.
https://actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_employment_policy%20%281%29.pdf

ACTRIS ERIC Head Office. (November 2023). ACTRIS ERIC Staff Rules.

ACTRIS ERIC Head Office. (June 2023). ACTRIS Procurement Rules.
https://actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_Procurement_rules%20%281%29.pdf

ACTRIS ERIC Head Office. (June 2025). ACTRIS Ethics Policy.
https://actris.eu/sites/default/files/2025-08/ACTRIS_ERIC_GA_Ethics_Policy_approved%201.pdf

ACTRIS ERIC Head Office. (January 2026). ACTRIS ERIC Gender Equality Plan. Find the latest version at: <https://actris.eu/documents/actris-organisational-documents>