

# Code of Conduct

MGA Mobility | MGA Medical - Mobility goes Additive e.V.

- hereafter referred as MgA -

In future, additive manufacturing will influence and partially even dominate all areas of business and life. Basic topics that individual companies can hardly solve have great potential to be clarified by the network, e. g. training principles, legal framework, Political Engineering. From these points we derive our mission.

All members are expected to act in accordance with the principles outlined in this document.

The code is based on eight key principles outlined below:

## 1. RESPONSIBILITY & ACCOUNTABILITY

All members shall be aware of their ethical, legal and professional responsibilities incumbent to the specific community in which they work and to this association. All individuals should avoid personal and professional misconduct that might bring the association or the reputation of the profession into disrepute.

- Members are encouraged to advance public knowledge and understanding of Industrial Additive Manufacturing and to counter false or misleading statements which are detrimental to the wider community.
- Members shall encourage and support the association aims.
- Members shall not speak in the name of the association, its' executive committee or committees without the authorization of the association management or Executive committee.

## 2. COLLEGIALLY

All members, in particular members in the role of the executive board and advisory board, put the network objective above the individual interest, and remain neutral.

Collaboration with external societies and organizations is encouraged in order to develop the transfer and sharing of knowledge and to help disseminate learning and good practice. If members put in place barriers or are obstructive to such collaboration or acts in a way that brings MgA into disrepute through these collaborations, they maybe in breach of this code and may face sanctions or termination of their membership.

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### 3. INTEGRITY & HONESTY

All members should:

- Be honest and accurate in representing their professional affiliations and qualifications, including such matters as knowledge, skill, training, education and experience.
- Take reasonable steps to ensure that their qualifications and competencies are not misrepresented by others and to correct any misrepresentation identified. Members must recognize and clarify the limits of their knowledge, skills, training, qualifications, educations and experience.
- Be honest and accurate in conveying professional conclusions, opinions, and research findings, and in acknowledging the potential limitations.
- Not use their MgA membership as a means of conveying a level of competency or professional standards as MgA is not an accrediting body and there is no assessment of competency to attain/retain membership.

### 4. PRIVACY AND CONFIDENTIALITY

All members respect the individual and collective work and its publication rights to network privacy and maintain confidentiality in compliance with German and International law and regulations.

### 5. RESPECT AND FAIRNESS

MgA is committed to maintaining and promoting a professional environment within which its members treat each other with dignity and respect. All members will not discriminate against, bully or harass others on the basis of: cultural and role difference, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status and socio-economic status. Respect the knowledge, insight, experience and expertise of fellow members, (regardless of career stage and length of MgA membership) relevant third parties and members of the general public.

MgA recognizes as bullying any behaviour that may be characterized as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; someone may demonstrate bullying behaviour, which falls within the above definition, without intending to. Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals. Bullying often results from a misuse of individual power derived from status/position, physical strength or force of personality. It can also arise from collective power arising out of strength of numbers.

MgA recognizes as harassment any unwelcome verbal or physical behaviour, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations, where

the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.

The following list provides examples of the types of behaviour which can amount to harassment, although the list is, by no means, exhaustive:

- **Unwelcome physical contact or physical interaction:** This may range from unnecessary touching or brushing against another's body, physical assault, coercing sexual intercourse, physical threats, insulting or abusive behaviours or gestures. This may also encompass invading someone's "personal space" by standing very close to him/her where this is unnecessary.
- **Unwelcome verbal conduct:** This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronizing comments.
- **Unwelcome written or visual interaction:** This may include sending unwelcome emails, notes or pictures, displaying or sending offensive material on any MgA social-media/websites/blogs etc.

#### **Harassment, bullying and victimization of members, or by members by electronic methods**

Given the degree of current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimization by members by electronic means is also unacceptable. For example, this might involve:

- Sending e-mails (with or without attachments) which breach the terms of this code,
- Inappropriate copying of e-mails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over other members, guests, volunteers or staff.

## **6. COMPLIANCE WITH LAWS AND FAIR COMPETITION**

All members act in accordance with the applicable laws. They commit not to engage in any form of corrupt conduct. Furthermore, all members aim for fair competition and adhere to the applicable competition law rules.

## **7. CONFLICT OF INTEREST**

All members should declare to the MgA Executive any competing professional or personal interests that may be pertinent to their activities within MgA and MgA supported events and research groups. This includes any professional and academic disputes. Any activities undertaken in the MgA name must be consistent with MgA's vision, strategic objectives and the principles outlined in this guide.

If a conflict of interest does arise, the member must inform the MgA Management immediately the matter becomes apparent and must take the following actions:

- Abstain from the activity in question
- Declare the conflict of interest and pass the role to a colleague or
- Stand down/withdraw from the activity

Failure to do so may lead to the imposition of actions, including a ban on attendance/participation at specific MgA events or activities and ultimately termination of their MgA membership.

## 8. COMMON TECHNOLOGICAL UNDERSTANDING

In order to make a breakthrough to additive manufacturing, members have a common understanding of the technology requirements, which are primarily the following:

- environmental sustainability
- fulfilling a social mission
- dealing with life-prolonging technologies