



Code of Ethics and Conduct for IAF Administrative and Technical Committees' Chairs and Vice-Chairs, Members, Experts and Friends

The International Astronautical Federation (“IAF,” or “Federation”) Administrative and Technical Committees serve as vital pillars in the governance and development of the Federation’s operations. Tasked with providing essential guidance and recommendations, these committees support the operations of the Federation by providing comprehensive expertise.

As volunteers within the IAF, Committee Chairs and Vice-Chairs, Members, Experts and Friends (collectively, “Members”)¹ compose a diverse group of professionals and global leaders dedicated to various fields of space activities. Members represent the interests and image of the organization to which they are affiliated and, in their IAF capacity, represent the Federation and its values.

In line with the *IAF Code of Ethics and Professional Conduct*, the IAF requires all Chairs, Vice-Chairs, Members, Experts and Friends of its committees to adhere to the highest ethical standards and to align with the Federation’s values and mission when taking decisions and/or acting within or on behalf of the Federation.

In this regard, Chairs, Vice-Chairs, Members, Experts and Friends of IAF Committees commit to uphold the following ethical standards and conduct to ensure transparency, accountability, and inclusiveness in and related to IAF Committees operations:

Inclusivity and Support

- **Supportive Environment:** Strive to create a welcoming and inclusive atmosphere for all Members, considering the diverse geographic, inter-generational and cultural backgrounds represented within the Federation.
- **Embrace Diversity:** Acknowledge and respect the varied perspectives and experiences of fellow Members, fostering an environment where everyone feels valued and is treated with professionalism and respect.

Commitment to Neutrality

- **Non-Political Stance:** Collaborate based on politically neutral ground, refraining from political statements that could question or compromise the apolitical nature of the IAF.
- **Neutrality:** Ensure that all viewpoints are considered fairly and respectfully; and maintain a position of neutrality in meetings, discussions and decisions, avoiding any and all political bias.

¹ Please note: for ease of readability, in the following part of the document, the Committees’ Chairs, Vice-Chairs, Members, Experts and Friends will be referred to collectively as “Members”



- **Unwavering Dedication:** Uphold the IAF's mission by demonstrating a commitment to the Federation's goals and the diverse scope of its membership.

Communication and Professionalism

- **High Ethical Standards:** Maintain the highest standards of ethics and professionalism in all interactions, whether in person or virtually, and directly or indirectly.
- **Constructive Communication:** Engage in professional and constructive dialogue, managing dissent or disagreement with courtesy and dignity.
- **Respectful Feedback:** Provide feedback in a respectful manner, being open to alternative points of view and recognizing the contributions of others.
- **Pertinence to Space:** Keep the focus of discussions and decisions on **space-related** topics, without deviating and ultimately distracting from the substantive nature of the IAF's space related work.
- **Integrity:** Ensure the highest standards of transparency and honesty, avoid deception, ensure truthful communications, and honor commitments.

Confidentiality

- **Confidentiality Commitment:** Respect the confidentiality of sensitive information shared within the Federation and in Committee discussions. Do not disclose or publish any privileged or copyrighted information without prior and written authorization.
- **Exclusive Communications Channels:** All Committee-related communications shall be shared exclusively with its Members and only via IAF approved email groups and/or within the restricted area of the IAF website, without prior written approval by the IAF Secretariat. Official Committees' communication shall not be published or shared on non-IAF platforms. Any such materials shared without prior written authorization by IAF Secretariat, must immediately be copied and delivered to the IAF Secretariat in digital format and thereafter removed from the non-IAF platform immediately.

Adherence to Policies and Procedures

- **Awareness of IAF procedures:** Be knowledgeable about the IAF Governance Structure and adhere to all current and official IAF policies and procedures, including the *IAF Constitution*, the *IAF Bylaws*, the *IAF Code of Ethics and Professional Conduct*, the Terms of Reference of the individual Committee(s), the IAF Committee/Subcommittee Election Guidelines applicable for each election term, the *IPC Guidelines* applicable to each IAC, for the Symposium Coordinators, Session Chairs and Rapporteurs, and any other written document or customary practice established or practiced within the IAF community, as so determined by the IAF Secretariat.
- **Membership Protocol:** Membership is non-transferable. Each committee member is expected to represent their organization faithfully. Attendance in meetings or participation in committee activities by other fellows on their behalf is not permitted.

Responsibility and Accountability

- **Accountability:** Be accountable to fellow Members and the goals of the IAF, ensuring that your contributions align with the Federation's mission.
- **Conflict of Interest:** Disclose any actual, potential, or perceived conflicts of interest that may arise and recuse oneself from decisions where such conflicts exist at the

earliest opportunity. (For example, a Session Chair shall not select their own paper for presentation; they shall designate a new reviewer for their individual or collective paper(s) to ensure fairness and impartiality). Members may not use their position to benefit themselves or others unfairly.

- **Responsibility:** Make and respect decisions which are based on the best interests of the IAF and its mission in consistency with established IAF protocols. Attend meetings regularly (whether in person or virtually), prepare thoroughly, participate actively, and fulfill one's duties diligently.

Misconduct

- **Zero Tolerance for Harassment:** The IAF has a strict zero-tolerance policy against any form of harassment, bullying, or discriminatory/derogatory behavior. Members must always treat each other with respect and dignity.

Enforcement

- **Reporting of Alleged Violation:** Any alleged violation of the “Code of Ethics and Conduct for IAF Administrative and Technical Committees’ Chairs and Vice-Chairs, Members, Experts and Friends” shall be reported in writing either to the IAF Vice President responsible for the Committee or to the IAF Executive Director, who shall inform the responsible IAF Vice President accordingly.
- **Procedure in Response to a Report on an Alleged Violation:** The responsible IAF Vice President shall consult with the responsible IAF Committee Chair, may request additional information from the complainant and shall contact the respondent requesting a statement. Based on their investigation, the responsible Vice President shall inform the IAF Bureau and recommend consequences (if any) for approval by the IAF Bureau. The IAF Bureau decision shall be communicated in writing to the respondent, the complainant and the Committee Chair.
- **Consequences of a Violation:** In case of a confirmed violation of the “Code of Ethics and Conduct for IAF Administrative and Technical Committees’ Chairs and Vice-Chairs, Members, Experts and Friends” the IAF Bureau reserves the right to impose consequences, which may include:
 - Verbal Warning: For minor infractions, a verbal warning may be issued, emphasizing the importance of adherence to policies.
 - Written Warning: A formal written warning may be issued for repeated offenses or more serious violations.
 - Temporary Suspension: Members may be temporarily suspended from duties or committee activities pending the outcome of an investigation.
 - Removal from Duties in the Committee: In cases of significant misconduct, removal from specific duties or committee membership may be enforced.
 - Ban from IAF Activities: For severe and repeated violations, an individual may be banned from participating in IAF activities entirely.

By adhering to this *Code of Ethics*, IAF Committees’ Members not only honor their commitments to the IAF but also contribute to a positive and productive environment for all involved in the vital work of advancing space cooperation globally.