



## MEMBERS' CODE OF CONDUCT and CONFIDENTIALITY

### Introduction

The process of identifying and sharing best security practices is a powerful tool to help drive continuous improvement and breakthrough thinking but it needs to be conducted within a framework that leads to trust and appropriate confidentiality of sensitive information, bearing in mind the wider objective of WINS is to find ways to share best practice amongst security professionals worldwide and to encourage the effective implementation of those practices.

This Code of Conduct defines the obligations and responsibilities that have been accepted by Members to help promote the process of sharing best practices, encouraging trust and avoiding the inappropriate disclosure of information that could potentially harm or compromise security arrangements.

WINS Staff are already bound by a Code of Conduct that includes the requirement for confidentiality of information.

It needs to be recognised that this Members' Code cannot anticipate every situation in which confidentiality and associated behaviours are required but sets out the objectives which Members must follow. A breach of this Code by any Member will render that Member liable for exclusion from WINS membership.

Members are invited to propose improvements and amendments to this Code of Conduct and to submit them at any time to the Executive Director of WINS.

Dr Roger Howsley  
Executive Director  
(May 2012)



This Code of Conduct is a guideline and does not represent the entire scope of good conduct and ethical behaviour. Acceptance of and adherence to this Code is a condition of membership.

## Key Principles

- ▣ Members should bear in mind the WINS Mission and Vision when supplying information to WINS or participating in events and do everything possible to identify and share best practices
- ▣ Members should share knowledge, expertise and skills to advance nuclear security
- ▣ Members are encouraged to participate in and contribute to WINS activities, and in particular to propose workstreams and subject areas for further review by WINS
- ▣ Information exchanged during WINS workshops and other activities will be treated as being private to WINS and the Members (individuals and companies/organisations) and, when appropriate, may be published in a non-sensitive format by WINS
- ▣ Information will not be communicated outside of the Members involved in the discussions without the prior consent of the Members that shared the information
- ▣ Information supplied by Members will only be used for the purposes for which it was provided
- ▣ Contact lists of Members and any other information held by WINS will only be used for the purposes associated with the WINS Mission and Vision. Occasionally, personal data, such as passport information, need to be used for official purposes connected with workshop attendance etc.
- ▣ The storage of sensitive information by WINS will be minimised and effective security arrangements will be maintained by WINS for electronic and paper records that are retained
- ▣ If sensitive or proprietary information is to be exchanged, then the Member providing the information should indicate the content of the material that needs to be protected, the duration of the period of protection, the conditions for permitting access to the material and the specific handling requirements that are necessary for that material
- ▣ Members must not make improper use of information they have obtained



- ▣ Members must avoid discussions that could lead to or imply an interest in trade or marketing or any other commercial activity that could be assessed as anti-competitive
- ▣ Members must not seek or ascribe to WINS responsibility for views expressed or actions taken by them unless expressly authorised to do so
- ▣ Members are expected to use language that is as free from jargon as possible when attending workshops
- ▣ Members should act honestly and with integrity in matters pertaining to WINS
- ▣ Members should promote a positive image of WINS
- ▣ Members should respect WINS' copyrights and intellectual property rights
- ▣ Members may request and make use of the WINS logo for professional purposes in any medium, provided that they first notify WINS of their intent to use the logo