

CODE OF CONDUCT



SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

These Code of Conduct serves as an addendum to the Bylaws of the Space Generation Advisory Council. The Code of Conduct expands on the Bylaws to provide further details on some issues and present new information that may not be present in the Bylaws. The Statutes and the Bylaws and Code of Conduct together provide the guidance for the Organisation

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Foreword

The Space Generation Advisory Council (SGAC) in Support of the United Nations Programme on Space Applications is a global non-governmental, non-profit (US 501(c)3) organisation and network which aims to represent university students and young space professionals aged 18-35 to the United Nations, space agencies, industry, and academia.

SGAC represents more than 15,000 members, volunteers and alumni from more than 150 countries.

At SGAC, we believe in the capacity of the young space generations from all over the world to make an impact and ultimately shape the future of humankind in space.

SGAC provides a platform for discussions, where to exchange and elaborate ideas, projects and professional skills without prejudice of any kind and eventually contributing to raise the next generation of space leaders.

To achieve these goals, SGAC requires high ethical standards and has built during the years a reputation of professionalism and integrity.

This Code of Conduct is not put forth because we anticipate bad behaviours but is intended to guide our members in their work and interaction with SGAC and it will provide a better understanding of the organisation. This document will be continuously updated and strengthened in order to improve our ethical governance and it applies to all members of SGAC whether you are an Executive Committee member, a National Point of Contact, a Project Co-Lead, a general member or an alumnus.

The standards illustrated in this Code of Conduct are in addition to the Bylaws and Charter of SGAC or any other policy documents applicable to members of SGAC.

Matteo Emanuelli
(Signature)

Arnau Pons
(Signature)

Why, Who, What, How

Why does SGAC need a Code of Conduct?

SGAC aspires to represent, give a voice and be a platform of development for the next generation of space professionals. In order to fulfill this mission and honour our commitments with the international space community, SGAC as an organisation has to act with the highest ethical standards. To this end, the Code of Conduct represents the ethical compass for SGAC members to conduct their activities with honesty and integrity.

Who is the Code of Conduct applicable to?

The SGAC Code of Conduct is applicable to all its members. The organisation shall have General, Ordinary, Executive, Registered, Alumni and Honorary members as defined by Article IV of SGAC Statutes and Bylaws. The Code of Conduct is applicable to all the types of members defined by this article.

What is the Code of Conduct, what does it cover, what does it not cover?

The Code of Conduct is the set of rules and principles that guide the responsibilities and proper practices of SGAC members. The present standards illustrated in this Code of Conduct should not be treated in an exhaustive way. There may be individual cases where this document will not provide specific guidance and where other documents supplementing the Code of Conduct may apply.

How can the Code of Conduct help you?

As a SGAC member, the Code of Conduct can help you guide your steps within the organisation and clarify any doubts you may have about proper ethical behavior.

The SGAC Principles

SGAC is About People

- Working Together
- Acting with Respect and Integrity
- Embracing Diversity

Reach for the Stars

- Representing the Space Generation
- Making a Positive Impact
- Enjoying what we do
- Fostering Improvement

Grow. Learn. Network.

- Growing Together
- Being Open and Transparent
- Being Proactive

Principle 1: Working Together

Key Message:

Our people are our best asset, members shall be able to work TOGETHER as a team, collaborate and share ideas to get the project or task at hand accomplished. SGAC is supposed to involve everyone, to represent the whole generation. It's not about who will get to work on a particular project instead of someone else. It's a matter of working together toward the same objectives to make what we do at SGAC even better than before.

What Does This Mean?

As in space, collaboration is pivotal for the success of any endeavour, at SGAC we believe collaboration to be fundamental for the positive outcome of any activity within the organisation. Be open to collaboration, provide your expertise or ideas, and share information and constructive feedback to others in order to fulfill the common goals of the project, initiative and organisation.

Be there for each other! Remember you are there to help each other and to learn from one another. SGAC is all about building relationships and being part of something bigger than yourself. Make sure you are open to collaboration and teamwork as this principle suggests but also remember to have fun and learn from one another!

What This Doesn't Mean:

Even though we work as a team that doesn't mean that you let others take over and do the work for you. Your input and expertise is critical for a project or initiative and it takes all of us to make SGAC what it is today. Please remember to work hard and contribute. We want YOUR voice to be heard too.

Principle 2: Representing the Space Generation

Key Message:

SGAC's reputation is crucial for the organisation. It took time to build the SGAC reputation, not to be seen as just young people that shall not be taken seriously. It is a necessity to protect that. Acting with professionalism is essential.

What Does This Mean?

Focus on building and protecting the image of SGAC, the reputation and long-term interests of the organisation, its members and the space community as a whole.

Members shall take pride in the organisation of SGAC. They shall show this pride by wearing their SGAC pin at various events and be happy to promote and talk about SGAC's many diverse activities. SGAC members shall share their stories and share the story of SGAC.

You are a SGAC member and you need to know your responsibility as a member. The members represent the organisation everywhere they go. When they talk to a partner, when they go to conference, when they go to the UN. Always act with a professional and friendly attitude. We want to continue to impress our partners and the space community by showing that we are a strong and confident organisation with a unique and diverse group of members that all have something to offer the community at large.

SGAC members' actions reflect SGAC as a whole. Members are ambassadors of both SGAC and of the next generation of space. They shall maintain the image and reputation and represent the interests of SGAC both internally and externally.

What This Doesn't Mean:

It is critical that SGAC's members do not set out to disrespect the organisation. They shall not try to undo the positive reputation of SGAC.

Principle 3: Acting with Respect and Integrity

Key Message

Act with Respect - Integrity - Know the rules

What Does This Mean?

SGAC represents many ideas, experiences and backgrounds. SGAC members shall value each other's contributions and shall welcome different viewpoints independently from the role held by the proposing voice.

The conduct of SGAC members shall take into account professionalism, dedication, loyalty, honesty, impartiality and confidentiality. Members shall consistently model these values as a bedrock to build trust and credibility.

SGAC has rules and governing principles that everyone in the organisation shall read and accept. Through the years, SGAC has also defined processes and procedures and is continuing in these activities, striving always towards transparency. It is important that members at any levels follow the due processes in any situation.

What This Doesn't Mean

SGAC does not represent a single point of view. SGAC is a neutral platform where ideas are exchanged and people gather to discuss. As such, our members shall not mock or disrespect other people's ideas and point of view.

Although SGAC is a volunteer organisation, we uphold to the highest standards and thus every members holding an office in the organisation shall not breach at any time the trust place on her/him by promoting other than SGAC interest while representing the organisation.

We do not request our members to know our governing documents by heart, but they need to be aware they exist. Our rules, procedures and processes are the foundation we use to work efficiently and transparently together. Our members shall not take shortcuts of any kinds while working for or representing SGAC.

Principle 4: Embracing Diversity

Key Message

Diversity is our strength. SGAC is dedicated to creating a safe, collaborative environment that is welcoming of all members regardless race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

What Does This Mean?

No nation can explore the universe or change the world alone. We need to join the forces from all countries, regions and cultures. We believe that diversity is the source of our strength as the combination of different perspectives and talents allows to reach higher goals.

This means also actively working to continuously improve own knowledge and understanding of other countries and cultures. Our members shall be aware of cultural diversity and can adapt working behaviour in a culturally diverse environment. They shall contribute to the creation of an atmosphere in which individuals of different cultures and countries feel accepted and included.

SGAC offers equal opportunities to all our members. SGAC shall also strive to achieve a diverse representation for all events and at all levels in executive and non-executive roles.

What This Doesn't Mean

SGAC members shall not behave in a way that offends, intimidates and is hostile, degrading or humiliating to others.

Principle 5: Making a Positive Impact

Key Message:

SGAC represents the next generation to United Nations, space agencies, industry and academia. Therefore, it provides the ideal environment for your voice to be heard. You shall not be afraid to be bold, to speak up for the interest of the next generation in space, to share your perspectives with the leaders of the space sectors and to push for those to be taken into account.

What Does This Mean?

SGAC aims to promote and contribute to the peaceful uses of outer space. For us, space is both a means and an end in itself: we want to explore the universe and use space technology to improve the life of people on Earth. Our members shall reach for the stars, aim high, dream new horizons, and use the platform of the SGAC community to pursue the honorable cause of contributing to the progress of humanity using all the benefits that space brings.

At SGAC we shall continuously strive to innovate and use the enormous talent of our members to try new initiatives. Let us not settle with what has been done in the past. Always try to make things better, go beyond, and implement new projects and ideas.

What This Doesn't Mean:

Letting your views and vision for a positive impact get in the way others' views and ideas. We are all in this together so we shall all come together to create a positive impact on the space community.

Principle 6: Being Open and Transparent

Key Message:

Be open and take the time to talk to each other. Get to know your teammates. Listen to each other. Tell someone when you don't understand, when you need help, when you have an idea. Be honest and communicate! Trust is also about making sure you show people they can trust you. Being transparent and honest are important factors to being open.

What Does This Mean?

Be honest about your ability to complete goals and ask for help when needed.

Structure and convey ideas and information, both verbally and in writing, in a way that brings about understanding. Uses active listening in order to fully comprehend what others are saying. Personally commit to and support the creation of an atmosphere/mechanism in which open and two-way communication is promoted.

What This Doesn't Mean:

Sharing confidential information about the organisation with partners or external people.

Principle 7: Growing Together

Key Message:

SGAC is a platform for you to grow personally and professionally as well as acquiring new skills to become the next generation of space leaders. To become a leader it is mandatory for you to support others in their efforts in growing to the next heights. Only if we all grow together the SGAC can grow in total.

What does this mean:

Growing together is the next step of working together. You shall identify needs of others and support them in growing. Whenever you see a need to support you shall train others. You shall encourage others to learn, network and try new experiences for a mutual benefit for the SGAC in total. We commit to support others in achieving their goals.

What this Doesn't mean:

Members shall not take advantages of others that are only beneficial to themselves. You shall not limit your exchange with others to limit their opportunities to grow.

Principle 8: Enjoying What We Do

Key message:

We all joined the SGAC to enjoy a network of like-minded people all over the world. We shall remind us that this is the baseline of all our interactions within the SGAC and that we all dedicate our a part of our free time to the SGAC not because we benefit but because we enjoy it.

What does this mean:

SGAC is about volunteers, it's about people who give their time to contribute for something they are passionate about. We commit to flexibility when circumstances change, and to work together to achieve the best end for the organisation.

What this Doesn't mean:

You shall not lose your joy of being a part of the SGAC. You shall not aim to take others joy of being part of the SGAC.

Principle 9: Being Proactive

Key Message:

SGAC is a proactive organisation and its members actively work towards its goals. We are committed to continually improving SGAC, which requires active participation from our members.

What Does This Mean?

SGAC Members actively demonstrate a willingness and capacity to learn. They are curious, adaptable, open to new ideas, and willing to learn from mistakes. They seek to acquire and maintain necessary knowledge, skills, and judgement to improve personal and technical skills, accomplish results, and improve work processes. When there are challenges, whether on a project or process, SGAC members ensure that they and their collaborators are identifying the root cause(s) of the issue. There are often underlying issues at play, and finding this root cause can be the difference between it recurring and not. SGAC members also focus efforts on discovering and meeting internal and external stakeholders and partners needs in a manner that provides satisfaction, understanding, and optimal outcomes.

What This Does Not Mean:

SGAC Members do not start projects without consulting their Team Coordinators or Executive Committee input as appropriate.

Principle 10: Fostering Improvements

Key Message:

SGAC is committed to an atmosphere within our organisation that seeks to grow and improve our organisation and the experience of our members.

What Does This Mean?

As a volunteer organisation, all members have other priorities in their lives. With that in mind, it is important that each SGAC member knows and clearly communicates what they are accountable for, holds other members accountable for their responsibilities, and supports each other towards the goals of the group. This is key to the success of SGAC.

What This Does Not Mean:

No one person alone is responsible for the improvement of the organisation; we all work together for the good of our organisation.

Code of Conduct

The code of conduct is derived from the SGAC principles. SGAC members shall at all times abide by and conform to the following Code of Conduct in their capacity as an SGAC member:

A. General Expectations

1. Members shall make decisions in the best interests of the organization.
2. Members shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow Members and stakeholders, and shall model the best in Member behaviour.
3. Members shall know, understand, and support SGAC's mission, vision, SGAC Principles, purpose and goals, and become familiar with and follow this Member Code of Conduct while acting on behalf of SGAC or interacting with other Members of SGAC.
4. Members shall not discriminate and shall be respectful of age, familial status, disability, ethnicity, nationality, religion, sex or gender, sexual orientation, and cultural differences.
5. Members shall use SGAC's marks, insignia, name, logos, and trade dress in compliance with guidelines issued in the [SGAC Corporate Visual Identity Manual](#).
6. Members participating in SGAC's research groups acknowledge that any academic activity must be conducted in an ethical way using the highest degree of academic integrity.
7. Members shall at all times obey all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of SGAC.

B. Meetings and Communication

1. While acting on behalf of SGAC, professional behaviour and respectful discourse shall be required of Members. In dealing with the individuals and external stakeholders of SGAC, members endeavour to ensure that the information conveyed to others, through written and electronic means, is not offensive to any natural or legal person. Disruptive or inappropriate behaviour toward other Members, stakeholders or staff is unacceptable.
2. Members are not permitted to speak on behalf of SGAC to external parties unless specifically authorized to do so by the Executive Director and the Chairs. Members shall take extra care when publicly or privately expressing personal opinions and should disclaim that these opinions are of their own and not of SGAC.

3. All contractual agreements are the responsibility of the SGAC Chairs and Executive Director. Members will not make such commitments on behalf of the SGAC, except in accordance with established SGAC policies.
4. All SGAC correspondence, regardless of the medium, is a reflection on SGAC. E-mail communications shall follow the same professional standards as verbal communication. E-mails may be considered legal documents and, therefore, caution shall be exercised when recording written opinions and statements pertaining to the role of the Member in SGAC.
5. Members shall support SGAC to other Members, members, and stakeholders. Inappropriate communication by email or in any public forum about SGAC, its Members, staff, stakeholders, policies, procedures, or guidelines is not acceptable. Issues regarding SGAC shall be taken up in private with the appropriate member of the Executive Committee.
6. Participation in SGAC meetings (in-person and teleconferences) is typically required to fulfil a Member's duties.

C. Relationship with Other Members and Stakeholders

1. Members shall understand the scope of their authority and exercise good judgment in their dealings with other Members, stakeholders, and the general public.
2. Members shall not request special or personal favours or extensive information from other Members or stakeholders without prior consultation and agreement of the Executive Director and the Chairs.
3. SGAC events are professional gatherings and therefore appropriate behaviours are expected. Members shall adhere to this Code of Conduct in all interactions with other Members, stakeholders, vendors, partner organisations, and other constituents.

D. Avoiding Conflict of Interest

1. No Member will use any information provided by SGAC or acquired as a consequence of the Member's participation in SGAC activities in any manner other than in furtherance of his or her Member duties. Furthermore, Members will not misuse SGAC property or resources and will at all times keep SGAC's property secure and not allow any person not authorized by SGAC access to such property.
2. Members shall not persuade or attempt to persuade any member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with SGAC to terminate, curtail or not enter into its relationship to or with SGAC, or in any way to reduce the monetary or other benefits to SGAC of such relationship.
3. Members are expected to act at all times in the best interest of SGAC and not for

personal or third-party gain or financial enrichment. When encountering potential conflict of interest, Members will identify the conflict and report it to disinterested members of the Executive Committee or General Assembly. The disinterested members of Executive Committee or General Assembly may ask them to recuse themselves from all discussions and voting on the matter.

4. Members will not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to SGAC without fully disclosing such items to the Executive Committee.

E. Confidential Communication

1. Only information deemed for public knowledge may be shared or discussed outside SGAC, unless specifically authorized to do so by the Executive Director and the Chairs. No Member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of SGAC, and each Member will uphold the strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of SGAC information or documents shall be directed to the SGAC Legal Team or the Chairs.
2. Upon termination of membership, Members will promptly return to SGAC all documents, electronic and hard files, reference materials, and other property not already on file in the SGAC office. Such return will not abrogate him or her from the continuing obligations of confidentiality with respect to the information acquired as a consequence of his or her tenure.

F. Violations of the Code of Conduct

1. Members that become aware of conduct by another Member that is believed, in good faith, to be a potential violation of this Code of Conduct should report such conduct to a member of the SGAC Election Oversight Committee. A complaint made either verbally or in writing against a member of SGAC will be treated with utmost importance and confidentiality by the SGAC Election Oversight Committee.
2. The SGAC Election Oversight Committee may appoint a Code of Conduct Officer (CCO) among the executive members for further investigation.
3. The CCO shall refer all reports of possible violations of this Code of Conduct to the Chairs, Executive Director and the Legal Team.
4. Members of the Executive Committee team shall resolve any issues with Members in a professional manner.
5. Violations of the Code of Conduct may lead to disciplinary action, including removal

from leadership roles within SGAC, or membership termination . The Executive Director and Chairs, in consultation with the Legal team, will determine if this action is necessary and will notify the Member.

6. Members who have been removed from a Member position have 30 days to appeal the decision to the Executive Committee of the Board that will review the situation and respond within 30 days of the request for appeal. All decisions of the Executive Committee are final.