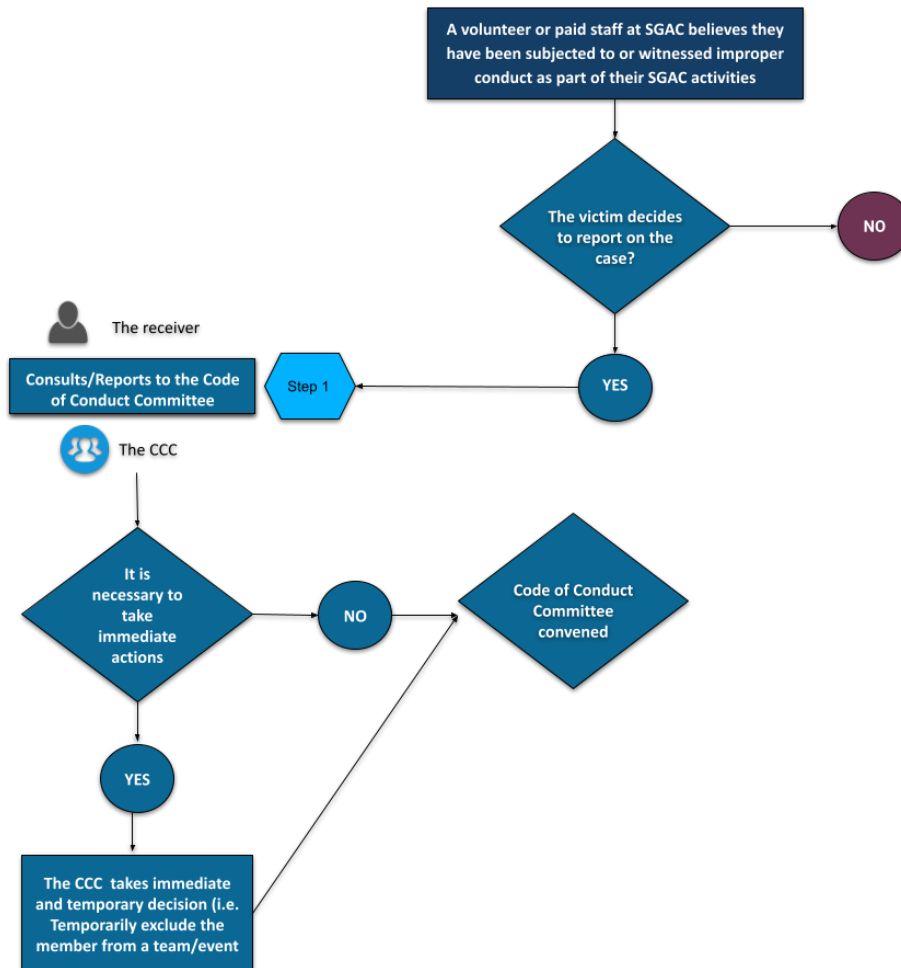




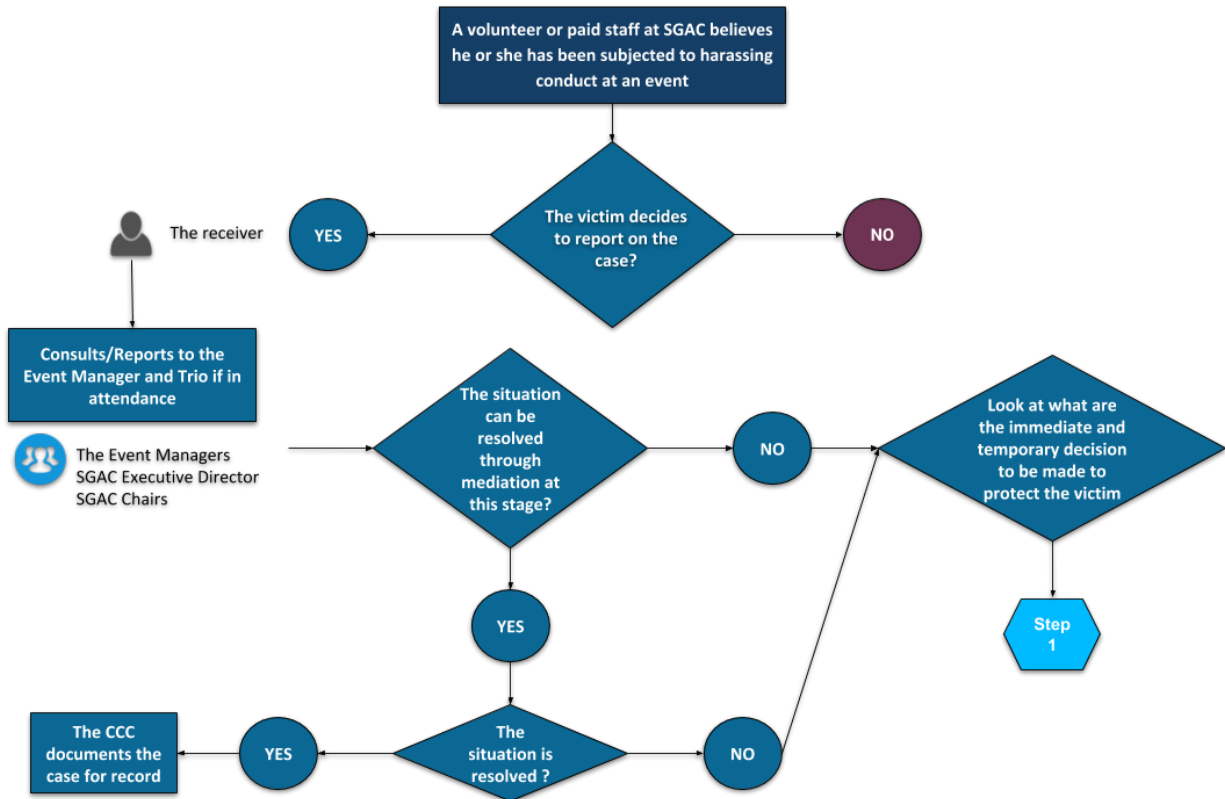
Procedures of the Code of Conduct and Harassment Policy

1. Process for Reporting Violations of the Harassment Policy



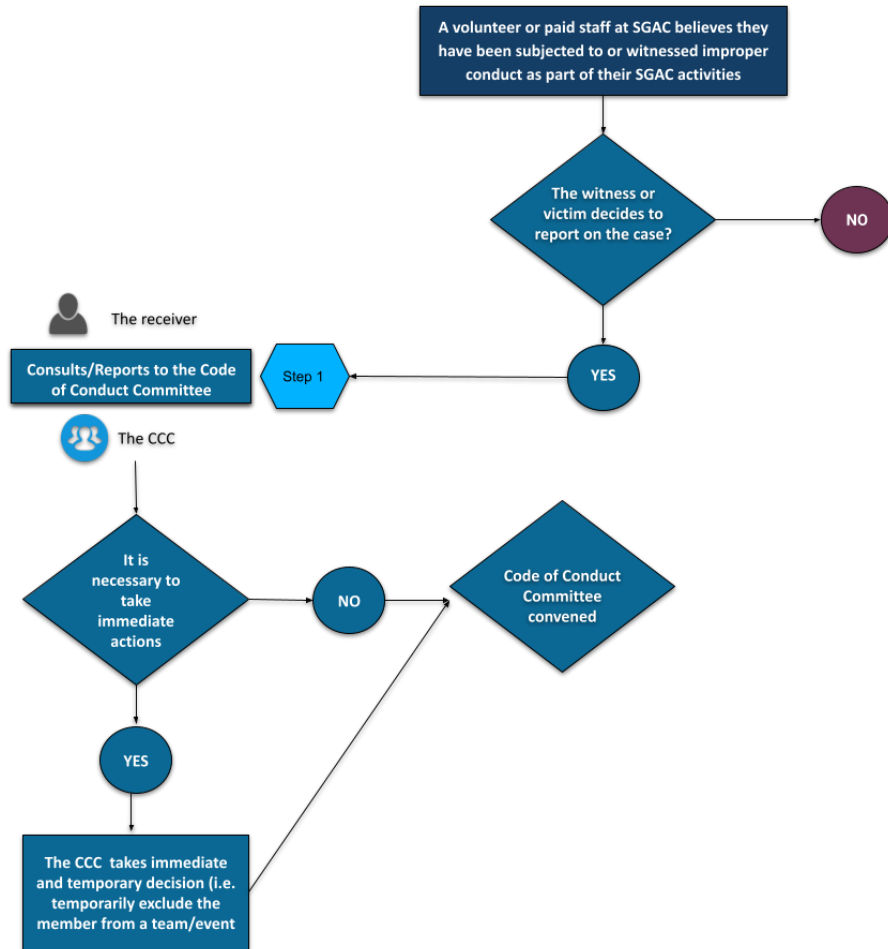


2. Process for Reporting Violations of the Harassment Policy at an SGAC event



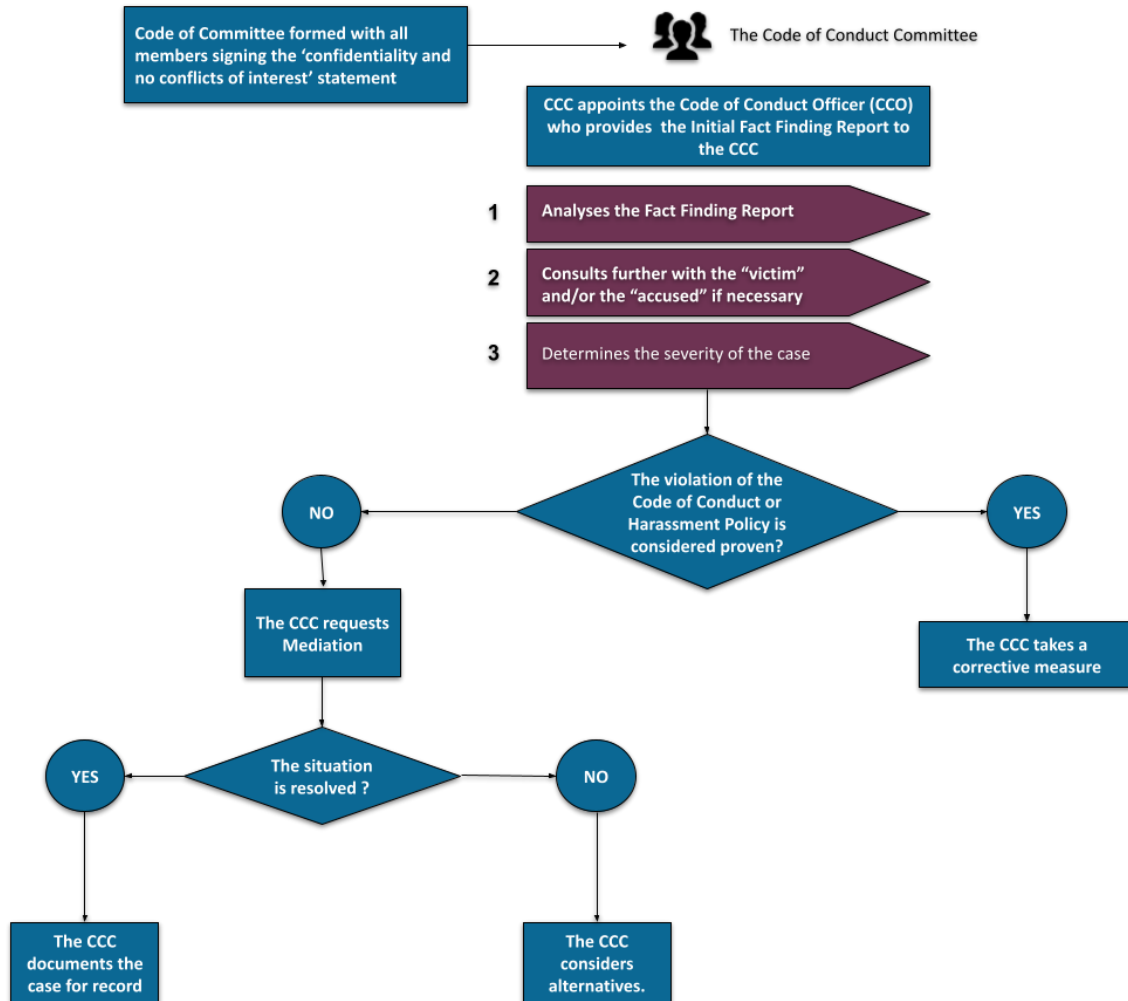


3. Process for Reporting Violations of the Code of Conduct





4. Procedures for a Code of Conduct Committee Investigation (applicable for both, the Code of Conduct and Harassment Policy)





Declaration of Conflict of Interest and Confidentiality

As a member of this Code of Conduct Committee, I, **<insert name>**, recognise that, and agree to, the following:

1. I declare that to the best of my knowledge, I do not have:
 - any financial interest with any of the individuals involved in this matter
 - any immediate relatives or close friends with a financial interest with any of the individuals involved in this matter
 - any personal bias or inclination which would in any way affect my decisions in relation to any of the individuals involved in this matter
 - any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to any of the individuals involved in this matter
 - Or any other “conflict”, except as set out below:
 -
 -
 -

I also declare that in participating in these discussions, I have not previously been involved with this matter in any way that may create any perceived or actual conflicts.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during this investigation period. I agree to abstain from any decision where such a conflict arises.

If you are unsure about whether something qualifies as a conflict of interest, please list it above, or contact the SGAC General Counsel for additional guidance.

2. In accepting to participate in this investigation, I agree to perform my duties honestly, responsibly and in good faith.
3. I agree to keep all information and documents relating to investigation, and processes related to it, confidential, and not to disclose or communicate the same to any person or persons except in the course of my duties without the prior written approval of the rest of the Code of Conduct Committee.

I agree not to make copies of, or take any extracts of information except as may be necessary and essential for the due and proper performance of my duties. If applicable, I agree to destroy all documents, papers and other materials given to me relating to this investigation after the process has concluded.

I agree to comply with all processes and protocols established by SGAC from time to time to maintain the confidentiality of information and documentation relating to this process.



SPACE GENERATION
ADVISORY COUNCIL

4. I acknowledge that breach of confidentiality and unauthorised disclosure are subject to the provisions and penalties contained in legislation in Austria. I also acknowledge that any breaches in this regard would be regarded as a breach of the SGAC Code of Conduct..

This declaration is made by me on the understanding that I will not be taken to have breached its terms if I am legally required to disclose the information referred to. .

Date and Place

Name

Position

Signature