

CODE OF CONDUCT



SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

Updated January 2022

This Code of Conduct serves as an addendum to the Bylaws and Statutes of the Space Generation
Advisory Council

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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 organisation and network which represents students and young space professionals aged 18-35 to the United Nations, space agencies, industry, and academia.

SGAC represents more than 16,000 members, volunteers and alumni from more than 160 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 Statute of SGAC or any other policy documents applicable to SGAC members.



Harriet Brettle
SGAC Chair



Anthony Yuen
SGAC Co-Chair

Why, Who, What, How

Why does SGAC need a Code of Conduct?

SGAC represents, gives a voice to, and is a platform for the development of 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, this 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 SGAC members. The organisation has General, Ordinary, Executive, Registered, Alumni and Honorary members as defined by Article IV of the SGAC Statutes and Article 4 of the SGAC Bylaws. The Code of Conduct is applicable to all the types of members defined by this article. The Code of Conduct may also apply to individuals affiliated with SGAC, such as those involved in partnered activities, participating at events, associated to SGAC by MoU or Agreement, or contributing to SGAC in some other capacity.

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 and only outline a starting point for behaviour expected from SGAC members. There may be individual cases where this document will not provide specific guidance and where other documents supplementing the Code of Conduct may apply.

The Code of Conduct shall be supplemented by specific documents for specific types of behaviour. Presently, these include:

- The [SGAC Harassment Policy](#).
- The [SGAC Inactivity Policy](#).

In the case of a discrepancy between the Code of Conduct and any specific document designed to supplement it, the specific document shall take priority.

How can the Code of Conduct help you?

As an 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 Code of Conduct is also a reference point for the types of conduct you can expect at SGAC, and the types of conduct which are not tolerated.

If you experience, see, or hear of another member violating the Code of Conduct at any point in time in your SGAC journey, please use the provisions found within this document to file a report immediately.

Everyone can file a report, also on behalf of others, while completely keeping their identities anonymous. All reports will be treated with utmost confidentiality.

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:

At SGAC, our people are our best asset. Members shall be able to work TOGETHER as a team, to collaborate and share ideas to get the project or task at hand accomplished. SGAC is supposed to involve everyone and 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 towards 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, and 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, 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.

This implies that once an SGAC member commits to undertaking a task, they must make their best effort to ensure this task is completed. Members shall not behave in ways which put extra burdens or responsibilities onto others on their team(s).

Principle 2: Representing the Space Generation

Key Message:

SGAC's reputation is crucial for the organisation. It took time to build SGAC's strong reputation and to not just be seen as young people that aren't taken seriously. It is important to protect this reputation and 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 participating in SGAC activities. 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 an SGAC member and you need to know your responsibility as a member. The members represent the organisation everywhere they go. When you talk to a partner, when you go to a conference, when you 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, confidentiality, and inclusiveness. 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 all levels follow the due processes in any situation.

SGAC has a detailed Harassment Policy which all members are expected to read and follow in ALL circumstances. Additionally, all members of SGAC are expected to undertake Anti-Harassment Training developed by SGAC in order to promote a safe and encouraging volunteering environment for everyone.

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 the highest standards. Every member holding a position in the organisation shall not breach the trust placed in them by promoting interests other than SGAC 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, age, physical or mental ability, veteran status, military obligations, and marital status, or any other personal or professional trait or characteristic.

What Does This Mean?

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

This means also actively working to continuously improve one's own knowledge and understanding of other countries and cultures. Our members shall be aware of cultural diversity and be able to 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. SGAC may, at the discretion of the relevant team leaders, undertake active efforts to build more inclusive teams and organise more diverse events.

What This Doesn't Mean

SGAC members shall not behave in a way that offends, intimidates and is hostile, degrading or humiliating to others. SGAC members shall also not behave in anyway which is biased, unfair, discriminative, or unjust to anyone else based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status, or any other personal or professional trait or characteristic.

Principle 5: Making a Positive Impact

Key Message:

SGAC represents the next generation of space professionals to the 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 these 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 lives 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 of 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, can SGAC grow as an organisation.

What does this mean:

Growing together is the next step of working together. You shall identify the needs of others and support them in growing. Whenever you see a need to support you should see this as an opportunity to help and 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 advantage of others in a way that is only beneficial to themselves. You shall not limit your exchanges with others in a way that limits their opportunities to grow.

Principle 8: Enjoying What We Do

Key message:

We all joined SGAC to enjoy a network of like-minded people all over the world. We should be reminded that this is the baseline of all our interactions within SGAC and that we all dedicate our free time to SGAC because we enjoy it.

What does this mean:

SGAC is about volunteers and 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:

Don't lose your joy of being a part of the SGAC. You shall not aim to take away others' joy of being part of the SGAC; this requires empathy, patience, and a glass-half-full attitude.

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. SGAC Members also keep in mind the broader interest of the organisation when representing SGAC at any forums or events.

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 organisation.
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. When having accepted any formal roles within SGAC, Members shall make their best efforts to ensure that they meet all the obligations associated with their position in a timely and acceptable manner. Should a situation arise where a Member is not able to meet the requirements of a particular role, it is the Member's responsibility to inform their team leads as soon as possible.
8. All Members are expected to have read and understood the SGAC Harassment [Policy](#). All Members are also expected to have undertaken the Anti-Harassment Training Course designed by SGAC which can be found here: <https://spacegeneration.org/harassment-policy>
9. 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 authorised to do so by the Executive Director and/or 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 be supportive of SGAC to others. 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 with the appropriate member of the Executive Committee.
6. Participation in SGAC meetings 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. Acting in SGAC's Best Interests

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 their 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 authorised 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 a potential conflict of interest, Members shall identify the conflict and report it to members of the Executive Committee not involved in the particular situation. The Executive Committee 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 authorised 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 General Counsel 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 a Member from the continuing obligations of confidentiality with respect to the information acquired as a consequence of their tenure.

F. Violations of the Code of Conduct

1. Violations of the Code of Conduct are a very serious matter at SGAC. All reports submitted under the process below will be treated with utmost confidentiality and respect.
2. Any SGAC Member can report a violation of the Code of Conduct, whether against them, or any other person. Such reports may be made anonymously, and/or may be made on behalf of another person who wishes to remain anonymous.
3. 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 are encouraged to report such conduct to a member of the SGAC Code of Conduct Committee, as described in Article XX of the SGAC Statutes.

- a) The Code of Conduct Committee includes the SGAC Executive Director, Co-Chairs, Human Resource Coordinators, and General Counsels.
 - b) Alternatively, any Member who has experienced conduct which is in violation of this Code of Conduct may report it to any other Member of SGAC with whom they feel comfortable, and who can then relay the information to the SGAC Code of Conduct Committee.
 - c) A complaint made either verbally or in writing against a member of SGAC must be treated with utmost importance and confidentiality by the SGAC Code of Conduct Committee, or any other involved members.
 - d) Only those members of the Code of Conduct Committee will be allowed to participate in an investigation who shall be deemed not to have any conflicts of interests in the matter.
 - e) A conflict of interest is defined as a situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. In such circumstances, a person may be in a position to derive benefit from actions or decisions made in another capacity. A conflict of interest can be actual, potential, or perceived. All members of the Code of Conduct Committee shall complete a confidentiality and no conflicts of interest statement prior to participating in the meetings of the CCC. This statement can be found in the [Procedures](#).
 - f) A member of the Code of Conduct Committee can be removed from an investigation if the rest of the Code of Conduct Committee votes by majority to remove them due to conflict of interest.
 - g) The CCC members shall be objective and constructive in their assessment, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments.
4. If a violation of this Code of Conduct is believed to have occurred during an SGAC event, a report should immediately be made to the Event Manager, who must subsequently inform a member of the Code of Conduct Committee.
 5. In the case where a violation of the Code of Conduct is alleged against the SGAC Executive Director, or either of the SGAC Co-Chairs, or the person submitting a report does not believe that the issue can be adequately addressed by the Code of Conduct Committee, the Arbitration Committee, as defined in SGAC Statute Article XVIII, can be established to conduct the investigation.
 6. In order to protect the victim, or to preserve the quality of any ongoing SGAC activity which could be impacted by a violation of the Code of Conduct, the Code of Conduct Committee has the power to take immediate, temporary actions providing relief pending final determination of the matter. The procedures which will be followed by the Code of Conduct Committee can be found [here](#).

7. The aim of the complaint is to describe the specific offensive act, the time, location and circumstances under which they took place and any other information relevant to the case. This information is necessary to facilitate the following process.
8. Formal complaints will be dealt with rapidly in the strictest of confidence. The person submitting the complaint should address it in writing on a strictly confidential basis. The information obtained during the reporting and evaluation process shall not be used for a person's or organisation's advantage, or disadvantage/discredit others, neither before, during or after the evaluation process.
9. Violations of the Code of Conduct may lead to disciplinary action, including removal from leadership roles within SGAC, or membership termination .

G. Process of Investigating a Violation of the Code of Conduct

Upon receipt of a complaint, the CCC shall appoint an Executive Member as Code of Conduct Officer (CCO) to further investigate the complaints.

The fact-finding is conducted by the CCC and the CCO. The fact-finding process should not last more than **1 month**.

You can download a visual summary of the procedures [here](#).

If the issue cannot be resolved, the CCC and CCO may decide to call an Investigative Committee in as per the SGAC by-law 8.0 (the SGAC Statutes and Bylaws can be found on the [SGAC website](#)). The Fact-Finding Report will be transmitted to the Investigative Committee.

H. Dealing with Inactivity

Inactivity while undertaking any formal role within SGAC is a violation of this Code of Conduct. At the same time, noting the voluntary nature of SGAC, and normatively a lack of malintention when a member becomes inactive, the process indicated in Part F of this Code of Conduct shall not be necessary to off-board a member due to inactivity.

Additional guidance on inactivity at SGAC can be found in the [SGAC Inactivity Policy](#).

I. REVIEW OF POLICY AND PROCEDURES

The SGAC Code of Conduct shall be reviewed at least on an annual basis and approved by the Executive Committee.