



FIRST EDITION / CORPORATE GOVERNANCE

CODE OF CONDUCT POLICY

Aerospace Federation

INTEGRITY & RESPECT

RESPONSIBLE COOPERATION

PUBLIC-BENEFIT PURPOSE

Publication identity and use

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Authority. AF-CON-001 controls governance when lawfully operative; mandatory law and controlling formation instruments remain superior. Applicable technical standards and AF-SR-001 control their own assessment scope. This publication implements those boundaries, not a new public regulatory power.

Reading rule. Shall denotes an AF requirement after valid adoption; should denotes guidance; may denotes permission. Annexes specify whether their controls are mandatory, model records or informative examples. A blank form is not an executed approval.

Source distinction. The final annex identifies inherited AF requirements, new operating detail and implementation dependencies. New controls are authored for this publication; they are not represented as rules already adopted in earlier files. Completed examples, where used, are synthetic.

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Clause and annex numbers are the controlling references. Page numbers identify the beginning of each section.

1 Purpose and ethical commitment

1.1 Institutional purpose

Aerospace Federation shall conduct its work with integrity, professional competence, respect, independence and an evidenced public-benefit purpose. This policy translates those commitments into behavior expected across governance, membership, technical cooperation and the entire service portfolio. It supports aviation, space, the full defense-industrial ecosystem, heavy and advanced industry and connected technologies without presenting AF as a sovereign regulator or an operational military authority. Resources, access and institutional influence shall serve AF's lawful purposes rather than private advantage. Membership fees, sponsorship, grants, service charges or personal relationships shall not purchase a vote, office, favorable technical result, award, procurement preference or dispute outcome. Commercial success does not justify deception or compromised independence.

1.2 Relationship to existing controls

This is a consolidated conduct policy, not a replacement for AF-PL-002 to AF-PL-012 or AF-CON-001. Those instruments retain their scope. AF-SR-001 and applicable technical standards retain their independent decision, competence and continuing-status rules. The final annex distinguishes inherited duties from additional implementation detail introduced here.

2 Persons, activities and jurisdiction of the policy

2.1 Who is covered

The policy applies to the President, Council directors, officers, Secretariat, employees, secondees, interns, volunteers, committee members, working-group experts, assessors, reviewers, examiners, jurors, instructors, researchers, representatives and contractors when acting for AF. Relevant duties shall be incorporated into member, event, project, supplier and partner terms in a form appropriate to that relationship. Participants shall be informed of the rules applicable to their AF activity. Ordinary membership does not make AF the employer or regulator of a member's entire organization. Conduct outside an AF activity shall be considered only where a lawful mandate, contract or material connection to eligibility, entrusted duties, safety or integrity justifies it. No general power over non-consenting third parties is created.

2.2 Channels and environments

The policy covers in-person, online, hybrid and remote activity; formal meetings and related social functions; site visits, travel and demonstrations; platforms, messaging and social media used for AF work; publications, procurement and funding; and all stages of assessment, education or dispute administration. An informal chat or personal device shall not be used to evade an applicable duty. Lawful personal views, professional disagreement, good-faith criticism, candidacy and protected reporting shall not be treated as disloyalty or misconduct. AF may require accurate separation of personal statements from institutional positions, but shall not use this policy to suppress legitimate speech or non-excludable rights.

3 Authority, acceptance and leadership responsibility

3.1 Actual authority

The Presidential Council retains its constitutional corporate role, the President leads within that authority, and elected committees and independent functions retain their protected remits. A title, logo, membership status or honorary appointment shall not be represented as authority to contract, open accounts, spend, issue credentials or bind AF. Written delegations shall state their scope, limits and actual period. The policy does not create new powers to remove a President, director or elected committee member. Corporate-office matters follow AF-CON-001 Articles 13 and 16 where applicable. Membership matters follow Article 7. Employment and contractual matters follow the actual legal relationship and competent authority.

3.2 Leadership and supervision

Leaders shall model the policy, resource competent and independent work, disclose their own conflicts and protect reporting. They shall not instruct personnel to conceal findings, alter a technical score, backdate a document or ignore a valid hold. Supervisors shall explain how to obtain advice and escalate a concern outside the reporting line when that line is implicated. Acceptance shall be recorded at onboarding or the start of the relevant assignment. Acknowledgment confirms receipt and duties within the person's

relationship; it does not waive legal rights, grant access to controlled technology or substitute for competence, election or signature authority.

4 Respect, equal treatment and safe participation

4.1 Professional behavior

Treat others with dignity. Harassment, discriminatory abuse, threats, intimidation, sexual harassment, unwanted sexual attention, coercion, stalking, bullying and retaliation are prohibited in AF activities. Technical debate shall address evidence and ideas rather than demean individuals. A power imbalance, cultural custom, sponsorship or the informal setting of an event does not excuse harmful conduct. Communications shall be respectful and accessible. Do not publish private contact details, sensitive images or personal allegations to intimidate another participant. A moderator may take proportionate immediate measures to protect a meeting while preserving evidence and referring disputed conduct for fair independent consideration.

4.2 Fair access and accommodation

Apply published eligibility and selection criteria consistently. Provide reasonable adjustments, accessible formats, interpretation or alternative participation arrangements where justified, while preserving essential competence and safety requirements. Record the need, decision and explanation without collecting unnecessary health or sensitive personal information. Lawful access restrictions for controlled information shall be specific to the actual activity. They shall not be used as a blanket pretext for unrelated exclusion. Employment, contractual and participation decisions shall not be based on irrelevant personal characteristics or undisclosed sponsor preference.

5 Safeguarding, wellbeing and working conditions

5.1 Children and vulnerable participants

Activities involving children or vulnerable participants shall have an identified safeguarding lead, suitable supervision, necessary consent and emergency arrangements. Prohibit unmonitored one-to-one contact where the safeguarding framework requires supervision, unsafe demonstrations and unnecessary publication of personal images. Staff and volunteers shall know how to report a concern without conducting their own unauthorized investigation. Protective action and any mandatory reporting shall not wait for an internal complaint deadline. A promise of absolute secrecy shall not be made. Share information only with those who need it for lawful protection and fair handling. Keep safeguarding records separate from general participant lists and publicity material.

5.2 Wellbeing and responsible work

Plan workload, travel, remote sessions and site activity to manage fatigue, accessibility and foreseeable safety risks. A person may stop or decline unsafe work in good faith and seek review without retaliation. AF shall not knowingly use forced, coerced or exploitative labor in its own delivery and shall require relevant suppliers to address serious labor-integrity concerns within the contractual scope. Personal support information shall not be used to humiliate or disadvantage a person. Assessment of fitness for an essential task shall use justified criteria and confidential handling, not speculation based on a diagnosis or appearance. Relevant professional and employment advice shall be obtained for the actual jurisdiction.

6 Truthfulness, records and evidence integrity

6.1 Accurate evidence

Create and retain accurate records of actual acts. Fabricated qualifications, fictitious participants, invented audit results, hidden failures, manipulated samples, false expenses, backdated approvals and forged signatures are prohibited. A template example shall be labeled synthetic and shall not be entered into an operating register as a real case. Preserve original evidence, configuration, dates, versions, decisions and correction history. An incomplete record shall be described as incomplete; a later reconstruction shall be identified as such and shall not purport to authenticate an absent historical act. Neither urgency nor a request from a senior person justifies falsification.

6.2 Claims, uncertainty and correction

Distinguish measured outcomes, modeled estimates, predictions and aspirations. Material limitations, uncertainty, negative research findings and unfavorable technical results shall not be concealed. A corrected public statement shall preserve an appropriate history and reach affected users. A person who discovers a material error shall report it promptly and assist the controlled correction without deleting necessary evidence. A professional may explain a requirement or identify a gap. They shall not certify an unsupported conclusion, invent a source or treat a polished AI output as verified evidence. Refuse assignments outside demonstrated competence and request qualified support.

7 Interests, impartiality and independent decisions

7.1 Disclosure before influence

Disclose relevant ownership, employment, consultancy, financial dependence, family or close relationships, litigation, sponsorship, adversarial interests and other material connections before assignment or access, at least annually and when circumstances change. The reviewer of the interest shall not be the beneficiary. A declaration alone does not eliminate a conflict. The review shall specify recusal, restricted access, separation of duties, independent expertise, reassignment or refusal. Recusal includes deliberation, influence, informal lobbying, access and vote, not merely withholding the final signature. Record the issue and control without disclosing unnecessary personal details.

7.2 Assurance and case functions

An evaluator shall not independently review or decide the same evaluation. An appeal reviewer shall be independent of the original evaluation, review and decision. AF 9100 third-party assignments retain the 24-month exclusion for relevant prior employment or consultancy and a review of continuing interests after that period. Do not misapply that rule as a prohibition on all employee internal auditors. Leadership, members, funders and sponsors shall not direct individual accreditation, certification, examination, award, grant or dispute outcomes. General policy oversight may request competent reconsideration of a process defect, but shall not replace an evidence-based conclusion with preference. Where structural independence cannot be demonstrated, use genuinely independent arrangements or decline the affected work.

8 Bribery, gifts, hospitality and inducements

8.1 Prohibited benefits

Do not offer, solicit, give or accept bribes, facilitation payments, kickbacks, cash gifts, secret commissions, personal rebates or outcome-linked benefits. Do not route a prohibited benefit through a relative, charity, intermediary, subcontractor or hospitality package. An unofficial fee to secure routine action is not made acceptable by relabeling it administration. A benefit tied to a pending admission, procurement, evaluation, grant, award, appointment or dispute shall be declined where it could reasonably influence judgment. Do not ask an applicant to buy another AF service to obtain a favorable outcome. Sponsorship shall have transparent terms and no concealed access or decision privilege.

8.2 Permitted support and difficult situations

Modest necessary hospitality or common logistical support may be accepted only where lawful, proportionate, declared and approved by a non-benefiting authority. Consider value, frequency, timing, recipient rules, public-official status and appearance of influence. This policy sets no universal monetary safe harbor; small repeated benefits may also compromise independence. Record offered, accepted, refused or returned material benefits using Annex B. Where refusal would place a person in immediate physical danger, prioritize safety, report the facts promptly through a safe route and obtain independent legal and integrity review. Do not conceal the transaction or falsely classify it as an approved payment; coercion and responsibility require fair case-specific assessment.

9 Financial stewardship, assets and procurement

9.1 Proper use of resources

Use AF funds, property, systems, travel, paid time and entrusted information only for authorized purposes. No person shall approve their own reimbursement, remuneration or related-party benefit. Material expenditure requires the applicable independent approvals; split invoices, hidden commitments and changed

account details shall not bypass controls. Maintain accurate purpose, payee, amount, currency, tax basis, acceptance and authorization evidence. Verify significant changes to payment instructions independently. Restricted funds shall retain their agreed purpose; an operating shortfall does not authorize diversion. Reasonable payment for actual services is distinct from distribution of private profit.

9.2 Fair selection and outside interests

Procurement shall use defined needs, objective criteria, competent evaluation and disclosed relationships. Do not share confidential bids, accept a personal inducement or tailor an unjustified specification to a favored party. A purchase decision shall not be exchanged for recognition, sponsorship or a positive assessment result. Outside work and business interests shall be disclosed where they could conflict with AF duties, use of resources or protected information. Disclosure does not establish a universal ban on unrelated private work; the response shall address the actual conflict and relationship. Record supplier conduct requirements and permitted subcontracting before delivery.

10 Competition and fair sector cooperation

10.1 Independent commercial judgment

AF meetings, committees, surveys, platforms and events shall not coordinate prices, bids, customers, territories, output restrictions, wages, unlawful hiring restraints or collective exclusion. Members retain independent commercial and employment decisions. The federation shall not use a technical standard, directory, membership rule or purchasing initiative as a pretext to exclude competitors without legitimate objective grounds. Meeting chairs shall maintain a relevant agenda and competition reminder. Stop an inappropriate exchange, record the event accurately, prevent further circulation where lawful and refer it for competent review. A conversation moving to an informal channel does not remove these duties.

10.2 Data and collective positions

Benchmarking and sector data shall have an approved purpose, minimized sensitive information, appropriate access and a justified publication method. Aggregation, a delayed release or use of an intermediary is not automatically a legal exemption. Do not exchange individual forward-looking commercial intentions merely because they appear in a research survey. A public position shall identify the actual consultation and authorization. Do not attribute a view to a government, employer, member or the whole industry without a valid basis. Legitimate dissent shall be retained and accurately described.

11 Responsible technology, trade and protected access

11.1 Controlled activities

Before sharing potentially controlled goods, software, technical assistance, source code, models, samples or information, obtain the relevant activity-specific review of parties, end use, destinations, access locations and permissions. Remote access, cloud hosting, translation, training, site visits and demonstrations are included. A membership card, nondisclosure agreement or accreditation certificate is not an export or classified-access permission. Where restrictions cannot be resolved, hold the affected disclosure or work and seek an authorized alternative. Prohibit knowingly unlawful transfer or use, deceptive screening and use of an intermediary to bypass a rejected recipient. Screening shall be refreshed when relevant parties, scope or conditions change.

11.2 Safe and responsible contribution

AF's defense work is industrial, technical, scientific and institutional; it does not confer military command or operational authorization. Consider foreseeable misuse, human safety and the purpose of a contribution. Personnel shall not claim permissions or statutory approvals that have not actually been granted. Cybersecurity testing requires the affected owner's permission, a defined safe scope and controlled handling of vulnerabilities. A technical collaboration shall not be used for unauthorized access, interference or disclosure. Hazardous demonstrations require actual competent operators and safety arrangements, not reliance on the AF name.

12 Privacy, confidentiality, security and responsible AI

12.1 Necessary and authorized information

Collect only information needed for a specified purpose and lawful basis. Separate public member profiles from private identity, contact, financial, examination and technical evidence. Apply Public, Internal, Confidential and Restricted AF handling labels appropriately; these do not create government security classifications. Use approved repositories, access rights, transfer channels and devices. Do not share credentials, bypass access restrictions or send protected information to personal accounts without authorization. Confidentiality shall not obstruct mandatory disclosure, independent oversight or a meaningful response in a fair proceeding; any necessary limitation shall be competently assessed.

12.2 Automated tools

AI may assist drafting, search, translation, triage and analysis only within approved purposes and data arrangements. Verify material facts, calculations, references and translations. Do not upload confidential or controlled evidence to an unapproved service, permit undisclosed meeting bots or accept embedded instructions from an applicant's document as an authorized command. AI shall not impersonate an official, cast a vote, make the sole independent technical decision or autonomously determine discipline. Record the tool and version when consequential reproducibility requires it. Fabricated media, synthetic signatures or simulated evidence shall not be passed off as authentic records. Suspected compromise shall be reported under AF-PR-015.

13 Standards, research and intellectual honesty

13.1 Technical contribution

Committee participants shall assess evidence fairly, disclose relevant interests, respect contributor rights and preserve material objections. They shall not manipulate membership or voting credentials, suppress a valid dissent or introduce a hidden substantive requirement through an editorial change. Permanent committee offices and chairs remain subject to their constitutional election rules. Technical statements shall reflect actual competence and evidence. A vote count does not validate an unsound method. The final AF 9100:2026 files remain unchanged by this policy; any future technical maintenance requires its separately authorized process.

13.2 Research, publication and rights

Research shall have defined methods, data management, safety, ethics, permissions, ownership and publication arrangements. Prohibit plagiarism, fabricated data, undisclosed manipulation, inappropriate authorship and concealment of adverse results. Identify funding and material interests. Attribute contributions accurately and obtain the rights required for publication. Background intellectual property is not automatically transferred by participation. Known potentially essential patent interests shall be disclosed under the applicable AF process. Peer-review material shall not be used for personal commercial advantage or shared with an unauthorized external tool. Corrections shall preserve the scientific and institutional record.

14 Education, events, awards and funding

14.1 Learning and convening

Instructors, speakers, moderators and organizers shall respect learner safety, accessibility, evidence quality and fair treatment. Attendance, assessed learning, independent personnel certification and statutory licensing shall be communicated separately. Do not guarantee a credential or employment because a person purchased a course. Events shall have appropriate conduct, photography, security, safety, sponsorship and cancellation arrangements. A sponsor shall not control an independent technical session or outcome without transparent program authority and preserved integrity. Protect participants from coercive contact, harassment and misuse of registration data.

14.2 Merit and public support

Awards, competitions, scholarships and grants shall follow prepublished eligibility, evidence and decision criteria. Judges and reviewers shall disclose conflicts and record original results. Payment, seniority, a ceremony date or a sponsor's preference shall not compensate for failed mandatory criteria. A no-award or no-grant decision remains valid where conditions are unmet. Investment collaboration shall not be represented as a guaranteed return or regulated financial service without its own lawful authority and

safeguards. Financial exposure to an applicant shall be separated from merit and technical decisions. Research failure shall not be concealed to preserve a funding or promotional narrative.

15 Public identity, representation and partner conduct

15.1 Truthful communication

Use the AF name, logos and marks only within current permission under AF-PL-014. Distinguish member, partner, participant, sponsor, award recipient, recognized entity, accredited provider and authorized operator. No one may place the institutional logo on a product to imply ungranted technical approval or claim that a whole sector has adopted AF rules without evidence. Only a person with a valid mandate may speak or sign for AF. Personal social-media views shall not be disguised as approved institutional policy. Do not fabricate quotations, endorsements, photographs of participation or external acceptance. A right to use a logo is not authority to negotiate, bind funds or issue credentials.

15.2 Chapters, contractors and partners

Charters and agreements shall communicate relevant conduct, confidentiality, reporting and brand obligations to external delivery partners and sub-tiers. A chapter does not gain unrestricted territorial, governmental or accreditation authority from its name. Verify actual mandates and stop claims outside them. AF shall monitor proportionate evidence of partner behavior and respond to material concerns. Withdrawal of a partner mandate does not automatically invalidate all historical technical decisions; each status follows its own evidence and rules. Record custody, outstanding obligations and public corrections at exit.

16 Raising concerns and obtaining advice

16.1 Accessible routes

A person may seek advice or report a concern through their unimplicated supervisor, the Legal and Integrity Coordinator, the Ethics and Impartiality Committee or the designated protected-report route. An allegation involving a leader shall bypass that leader. Relevant anonymous concerns shall be assessed on available evidence and shall not be rejected because the reporter is not a member or paying client. Before operational release, AF shall publish actual monitored contact routes, responsible deputies, language/access alternatives and urgent instructions. Annex D contains the fields to complete; this policy does not invent a functioning hotline or mailbox. AF-FR-017 remains the corporate case record.

16.2 Reporting behavior and protection

Report facts honestly, distinguish direct knowledge from inference and preserve relevant evidence lawfully. A reporter need not prove the entire case before raising a good-faith concern. Do not investigate by unauthorized access, obtain unrelated private data or publish allegations to pressure the outcome. Retaliation, threats, adverse assignment decisions, loss of access to unrelated services or misuse of elections to punish good-faith reporting are prohibited. An unsubstantiated report is not automatically a malicious report. Deliberate falsification of an allegation requires its own fair evidence-based finding.

17 Intake, investigation and fair process

17.1 Initial handling

Register receipt and safe contact preferences. Acknowledge a corporate complaint within five calendar days, give an initial substantive response within 30 and normally determine it within 60 days of receipt. A necessary extension shall state reasons, a revised date and progress at least every 30 days. Immediate protection and mandatory reporting do not wait for those targets. Triage safety, safeguarding, independence, controlled-data, legal and retaliation risks. Preserve original records and limit access proportionately. An allegation is not proof. Identify the relevant membership, employment, contract, technical, election or constitutional route, and use linked records if several routes are necessary.

17.2 Independence and response

Assign competent investigators and decision-makers without material conflict. An implicated official shall not choose their own investigator, select the appeal panel or control the evidence. Use independent external expertise where internal separation is inadequate. Protect sensitive evidence while providing a meaningful opportunity to respond to the substance of material allegations. Apply the controlling standard of proof and procedure for the actual relationship. This policy does not invent a universal evidentiary test for criminal,

employment, corporate and technical cases. Record the applicable basis, reliable facts, contrary evidence, unresolved uncertainty and reasons. A corporate audit recommendation is not itself a disciplinary conviction.

18 Outcomes, sanctions and appeal

18.1 Proportionate lawful outcomes

Possible outcomes within actual authority include no breach found, advice, correction, required learning, supervised work, restricted access, removal from a particular assignment, contractual remedies or referral for membership, employment, technical or constitutional action. Consider seriousness, intent, consequence, repetition, cooperation, mitigation and consistent treatment. Do not impose a penalty through an organ lacking the relevant power. For members, preserve the constitutional specific notice, evidence and at least 21 calendar days to respond. Urgent interim membership restrictions are narrowly limited and subject to the Article 7 review safeguards. Directors and elected committee officers retain their separate constitutional procedures. Suspension of a technical status shall follow AF-SR-001 and the applicable standard, not a generic conduct label.

18.2 Independent remedies

Notify the affected person of reasons, actual decision authority, scope, effective time, required actions and review route. An ordinary constitutional appeal may be filed within 30 calendar days of notified decision and is normally determined within 60 days of receipt by a three-person independent panel. Specialized earlier protective duties and more protective mandatory rights remain available. Appeal does not automatically remove a protective measure, restore a technical credential or extend validity. Mediation or commercial arbitration requires its own valid agreement and is not automatically imposed by acknowledgment of this policy. Internal proceedings shall not obstruct lawful external reporting or non-excludable remedies.

19 Learning, monitoring and records

19.1 Implementation

Provide role-based induction before independent assignments and refresh it after material change or demonstrated need. This policy introduces an annual conduct acknowledgment and scenario-based refresher as a corporate operating baseline; it supplements, not replaces, technical competence requirements. Failure to attend shall trigger follow-up and proportionate assignment review, not automatic removal from a constitutional office. Monitor conflicts actually controlled, reported barriers, case timeliness, repeated causes, correction of affected outputs and retaliation risks. Low report numbers are not proof of an ethical culture. Do not reward an executive or provider for suppressing complaints or issuing a high proportion of favorable decisions.

19.2 Records and confidentiality

Retain acknowledgments, training, interests, benefits, advice, reports, investigation evidence, response, decisions, appeals and remedies under AF-SC-001 and AF-GD-003. Ordinary case evidence follows R09, normally seven years after closure or the last related decision, with necessary lawful holds. Role records follow the appropriate R04 handling; corporate resolutions remain permanent. Minimize and separate incidental personal data. Preserve corrections, original dates and access history. Public reporting shall use justified aggregate information and accurate material corrections without exposing reporter identities or confidential technical evidence unnecessarily.

20 Adoption, interpretation and continuing review

Actual approval and effectivity shall be recorded through AF-FR-001 and AF-ML-001. The Council or duly empowered authority shall confirm the responsible functions, independent routes, resources and relationship-specific notices before use. Existing contracts and rights require an explicit lawful transition; publication does not silently rewrite them. The Legal and Integrity Coordinator shall review implementation at least annually and after a serious incident, material legal change or recurrent ethical failure. Changes affecting member rights, technical criteria or constitutional powers shall use their proper higher-level process. A private interpretation, local rule or website statement shall not create a new disciplinary ground or eliminate an independent remedy.

Annex A — Role and service conduct matrix

Mandatory application schedule. Apply the common duties to the actual relationship; this table does not create an unassigned office or a new disciplinary power.

Role / function	Particular conduct exposure	Required safeguard
President, Council and officers	Use of authority, conflicts, resources, pressure on case outcomes.	Actual mandates, disinterested decisions, protected oversight and constitutional accountability.
Secretariat and membership	Admission, representatives, personal data, votes and complaints.	Objective criteria, accurate records, limited access and independent review.
Committees and working groups	Technical capture, hidden interests, suppressed dissent and manipulated ballots.	Disclosure, balance, elections where required, reasoned comments and recorded votes.
Auditors and technical evaluators	Prior consultancy, selective evidence, unsupported approval and competence gaps.	Current scoped competence, independence, original evidence and essential holds.
Reviewers and decision-makers	Favoritism, own-work review or unsupported status.	Separate authority, complete dossier, reasoned decision and public scope accuracy.
Instructors and examiners	Coaching during examinations, guaranteed credentials and safeguarding.	Secure assessment, independent decisions, learning/credential distinction and safe participation.
Event staff and sponsors	Harassment, misuse of participant data and sponsor influence.	Clear terms, immediate protection, privacy, moderation and independent merit decisions.
Researchers, jurors and grant reviewers	Misstated findings, plagiarism, undisclosed interests and funding pressure.	Defined criteria, rights, original scores/data, adverse evidence and independent selection.
Dispute administrators and neutrals	Party pressure, compromised appointment, funds and confidentiality.	Actual consent, independent appointment and no management direction of merits.
Finance and procurement	Self-approval, related parties, diversion and false payees.	Segregated duties, authentic evidence, independent verification and restricted-fund control.
Chapters, agents and partners	Unbounded representation, onward delegation or false recognition.	Written mandate, contractual flow-down, monitored claims and controlled exit.
Digital, records and communications	Data misuse, deepfakes, unreviewed AI output or misleading branding.	Approved tools, verified evidence, least privilege and exact permission/state.

Annex B — Conflict and benefit records

Mandatory record content. Attach to AF-FR-003 and, for payments, AF-FR-020. Use restricted detail files where needed.

Conflict field	Entry / evidence
Person/party ID; role; assignment or decision	
Interest, relationship, timing and potentially affected scope	
Disclosure date; information already accessed; prior involvement	
Independent reviewer; actual/perceived threat and significance	
Recusal, access limits, reassignment or refusal; responsible owner	
Communication, monitoring, review date and closure	
Benefit field	Entry / evidence
Offer date, giver, recipient, relationship and occasion	
Item/support, approximate value and currency, frequency	
Pending decision, public-official rules and influence risk	
Accepted/refused/returned status; reasons and independent approval	
Any coercion or immediate danger; safe reporting and review	
Accounting, disposal/return, evidence and follow-up	

A disclosure cannot authorize a prohibited payment, purchase of influence or incompatible technical assignment. If uncertainty remains, decline or hold the benefit and obtain competent review before acceptance.

Annex C — Practical dilemmas and expected response

Informative synthetic scenarios. These examples explain the policy; they are not findings about real people or organizations.

Scenario	Expected response
A sponsor asks that a jury score be raised before paying.	Refuse, preserve the communication and report the influence attempt; keep the merit process independent.
A director asks for a missing approval to be dated last month.	Do not backdate. Record the missing authority and obtain the lawful present correction or remedy.
An assessor recently consulted for the applicant.	Disclose before access; apply the controlling conflict exclusion and independent assignment review.
A member lists every product as AF approved after joining.	Refer the misleading claim for correction; membership is not a technical approval.
A committee participant proposes discussion of future bid prices.	Stop the exchange, record it and refer for competition review; do not continue privately through AF channels.
A researcher is asked to omit an unfavorable test run.	Preserve it and explain validity and limitations; do not select evidence to manufacture success.
A trainee reports unwanted sexual attention from a senior speaker.	Protect safe participation, preserve relevant evidence and use an independent safeguarding/conduct route.
An applicant offers an expensive personal trip to the decision-maker.	Decline and log the offer; assess the attempt's effect on impartiality and the case.
A recording bot joins a controlled technical meeting.	Pause protected disclosure, remove or disable unapproved processing and review any data already exposed.
A colleague reports misconduct but the allegation is not substantiated.	Do not infer bad faith. Record the evidential outcome and protect against retaliation.
A chapter signs an accreditation agreement outside its mandate.	Hold the unauthorized claim and seek lawful review; chapter status is not delegated technical authority.
A manager wants to dismiss a committee chair for a dissenting report.	Preserve elected-office protections; disagreement alone is not a removal ground.
A supplier offers to pay an individual's recruitment bonus for a positive report.	Refuse the outcome-linked benefit, disclose the relationship and review the assignment.
A remote observer cannot view a required critical step.	Record the gap and require sufficient lawful evidence; do not infer conformity from a polished video.
An employee uses a public AI tool to summarize confidential appeals.	Stop unauthorized processing, report the incident and assess access, disclosure and affected parties.
A member criticizes AF publicly using accurate evidence.	Address substance fairly; criticism is not itself misconduct or a basis to remove unrelated rights.

Annex D — Reporting route and fair-handling record

Mandatory before operational release. Complete actual monitored channels and deputies. A role label or blank field is not evidence that a hotline operates.

Contact field	Entry / verified route
Ordinary advice and conduct-report channel; owner/deputy	
Independent route when a supervisor, executive or Council member is implicated	
Safeguarding and immediate danger instructions	
Accessible/anonymous alternative and supported languages	
Privacy, retention and safe-contact explanation	
Monitoring, absence cover and tested delivery date	
Case field	Required record
Intake	AF-FR-017 case ID, receipt/time zone, facts, source/inference, safe contact and desired remedy.
Protection	Immediate risk, action, lawful authority, evidence hold and notifications.
Route	Membership, employment, contract, election, technical, constitutional or parallel routes.
Independence	Investigator and decision authority; conflict checks; access limitations and external support.
Fair response	Specific allegations, relevant evidence, notice, meaningful response and governing deadline.
Outcome	Established facts, contrary evidence, applicable rule, reasons, proportionate remedy and actual date.
Appeal	Independent panel, admissibility, evidence, decision and separate status effects.
Closure	Implemented remedy, affected-output correction, retaliation follow-up, retention and learning.

Controlling clocks. Corporate complaint: acknowledgment within five calendar days, initial substantive response within 30, normal determination within 60 and progress at least every 30 during an extension. Ordinary appeal: submit within 30 days of notice, normally determine within 60 of receipt. Membership discipline: at least 21 days to respond. Constitutional office and election processes retain their own procedures. Earlier protection is not delayed.

Annex E — Acknowledgment and third-party conduct clause

Model record; complete only with authentic details. This acknowledgment is not consent to commercial arbitration, technical accreditation or disclosure of controlled information. I acknowledge receipt of AF-PL-013, Code of Conduct Policy, First Edition, Revision 00. I understand the obligations applicable to my identified AF role or participation, the requirement to act within authority and competence, the duty to disclose relevant interests, and the routes for advice, safe reporting and independent review. I will preserve accurate evidence, protect authorized confidential information and refrain from retaliation. This acknowledgment does not waive any mandatory legal right.

Acknowledgment field	Entry / authentication
Name or controlled person ID; organization; role/relationship	
Relevant assignment/contract and effective participation period	
Policy supplied; induction completed; questions or accommodations	
Conflict declaration reference and known unresolved issue	
Actual signature/authenticated acknowledgment and date	

Model contractual clause. For work performed under the identified AF agreement, the provider shall communicate and enforce the relevant conduct, safety, confidentiality, impartiality, evidence-integrity and truthful-claims requirements of AF-PL-013 to its personnel and approved sub-tier performers. It shall maintain suitable reporting, cooperate with lawful investigation and correct affected outputs. Any audit access, remedy, subcontracting approval, data disclosure, suspension or termination shall operate within the agreement and applicable law. This clause does not create authority to issue AF credentials or use marks beyond separately granted permission, and does not transfer independent technical decisions to a commercial party. The parties shall identify the applicable policy version, responsible contacts, flow-down scope, access conditions, reporting and contractual remedies before signature. Do not insert a fictitious acceptance or assume that existing contracts already contain these terms.

Annex F — Sources, new implementation detail and release

Mandatory alignment interface. This publication consolidates AF conduct duties and adds practical implementation records without silently changing earlier files.

Source	Preserved controls
AF-CON-001, Articles 7, 13, 16, 22-28	Member due process, reserved office procedures, ethics, independent oversight, complaints, finance, information and marks.
AF-PL-002; AF-PL-003	Honesty, anti-bribery, benefits, interests, incompatible functions and independent outcomes.
AF-PL-004 to AF-PL-011	Access, safeguarding, privacy, AI, funds, trade, competition, publication, people, research and investment boundaries.
AF-PL-012; AF-PR-019	Safe intake, protected reporting, fair handling, independent appeal and controlling clocks.
AF-SR-001, 9, 15, 18-25	Scheme impartiality, competence, evidence, independent decisions, truthful marks and data controls.
AF-PR-011 to AF-PR-015; AF-PR-020; AF-PR-021	People, suppliers, finance, information, continuity, communications and partnership implementation.
New detail in AF-PL-013	Consolidated role/service matrix, dilemma examples, benefit and case templates, annual conduct acknowledgment and scenario refresher.
Separate relationship-specific decisions	Actual employment rules, sanctions, external reporting, local legal requirements and office removal remain with their competent authority.

Related records are AF-FR-001, AF-FR-002, AF-FR-003, AF-FR-006, AF-FR-008, AF-FR-014 to AF-FR-018, AF-FR-020 to AF-FR-022, AF-FR-025 and AF-FR-031 as applicable. Retention and access follow AF-SC-001, AF-RG-001 and AF-GD-003; member and committee explanations remain in AF-GD-002 and AF-GD-001. AF-HB-009, AF-PL-014 and AF-PL-015 are the accompanying new publications. **Master List entry.** AF-PL-013; Code of Conduct Policy; Corporate policy; Legal and Integrity Coordinator; P03/P09 with all-service interfaces; First Edition; Revision 00; 30 September 2026. Publication lineage R01; role evidence R04; cases R09; finance R07; permanent corporate resolutions as applicable. Actual approval and effectivity shall be entered through AF-FR-001 and AF-ML-001.

Release field	Entry / evidence
Actual competent authority, approval record and effective date	
Independent reporting contacts, deputies and tested channels	
Relationship-specific notices, induction and contractual rollout	
Privacy, safeguarding, legal review and unresolved dependencies	