

These guidelines apply for any Partners' delegates, or representatives that participate in any IQNET meetings, whatever mode it may be. In general, participants shall contribute in line with the IQNET code of conduct and ethics (**REG105**) and according to the directives laid down in the Management Handbook (MHB).

In relation, some meeting participation terms can be identified:

- **Strive for common benefit**
Always have in mind the global interest of the Association. Focus on achieving IQNET mission and vision statements and clearly endorse strategic drivers. Pursue membership principles (e.g. 6 C's: confidence, competence, commitment, contribution, credibility and challenge).
- **Commit to ethical behaviour**
Advocate due care and diligence. Avoid direct confrontation based on competition issues. Push for transparency and openness. No participant shall use any information obtained through IQNET meetings, in a manner that could endanger the reputation of the Association and/or any of its Members.
- **Promote mutual respect**
Act in a professional way, respecting others and their opinions. Refuse any kind of discrimination (e.g. based on member geographical origin or size, participant nationality, official language proficiency or position in own organization or in IQNET), ensuring that all points of view are presented and acknowledged.
- **Work for consensus building**
Make comprehensive effort for settlement of disputes and seek for compromises and group decisions. Aim for general agreements, looking for harmonization, compatibility and consistency. Exercise an active participation during the meetings when aiming for all voices to be heard.
- **Act according to meeting good practices**
 - Be punctual and start on time. Follow the agenda and assist the meeting convenor in achieving the planned results
 - Avoid parallel discussions. Summarize key points and general conclusions/actions
 - All meetings are being recorded to assist the IQNET Headoffice in writing the meeting minutes, representatives shall verbally express if they want part of the discussion off record. The recordings will be deleted after meeting outcome approval by the concerned committee
 - End the meeting within the defined time limit and do remember to minimize/avoid distractions during the meeting.

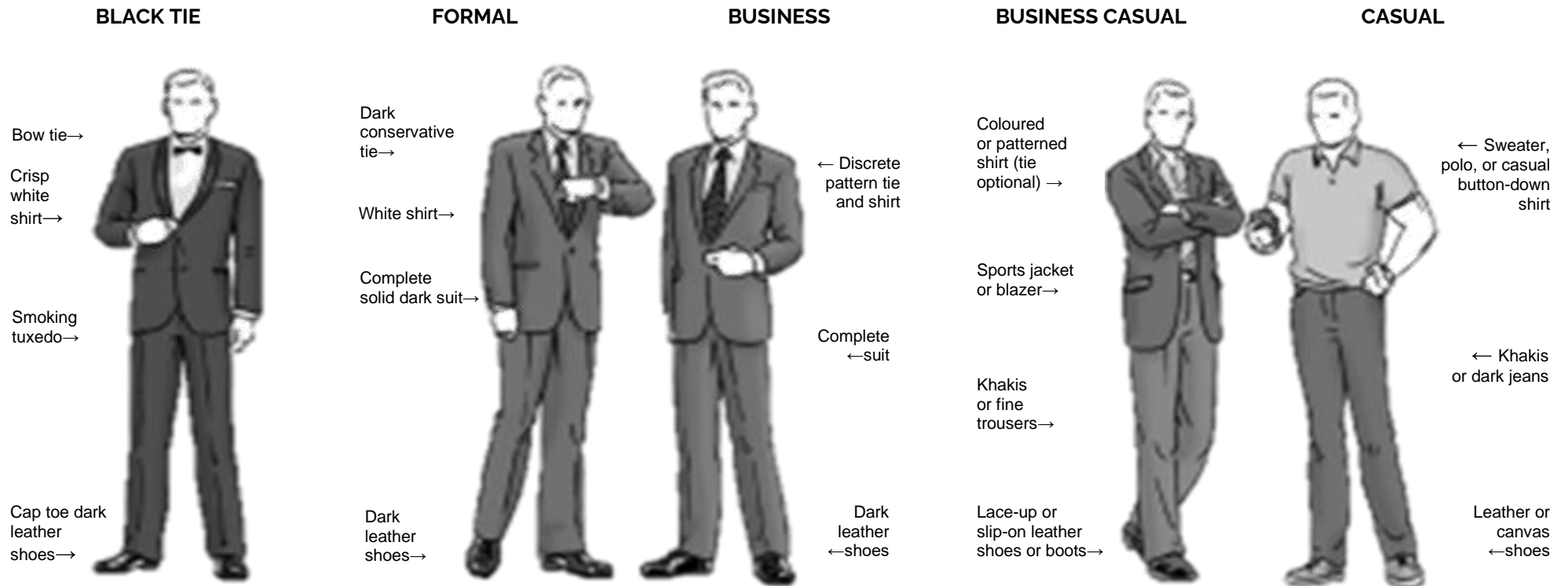
Thank you for your participation and contribution to IQNET.

For general assistance during IQNET meetings, please call:

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Gentlemen's dress code for IQNET meetings



Ladies always know what to wear on each occasion to be on trend, but if we may present some suggestions:

BLACK TIE. Floor-length evening gown, a knee length dress with heels, or dressiest black dress

FORMAL. Knee-length cocktail dress, a black dress, a dressy top and shirt, or dressy blouse over slacks

BUSINESS. Knee-length dress, a suit or dress pants, or discrete blouse and skirt

BUSINESS CASUAL. Dress pants, a casual dress, nice blouse, and skirt

CASUAL. Jeans, summer dresses, cotton skirts