



Code of conduct

Applicants are eligible to be entered in the Transparency Register if they follow certain ethical and behavioural principles in the course of their interest representation work with the EU institutions.

These principles are set out in a **code of conduct** annexed to the Interinstitutional Agreement and are summarised below. The code is a central part of the Transparency Register, ensuring that registrants act in line with its purpose and key objectives.

Observing the code is a necessary condition for registrants to remain in the Register.

Registrants must follow the rules and principles set out in Annex I of the Interinstitutional Agreement. In particular, they must:

- (a) in their relations with any of the signatory institutions and other Union institutions, bodies, offices or agencies (together referred to as 'Union institutions'), always identify themselves by name, by registration number and by the entity or entities they work for or represent;
- (b) declare the interests and objectives they promote, and specify the clients or members whom they represent as well as, where applicable, the registration number of those clients or members;
- (c) not obtain or try to obtain information or decisions dishonestly or by use of undue pressure, improper behaviour or offensive language;
- (d) not abuse their registration for commercial gain or distort or misrepresent the effect of registration;
- (e) not damage the reputation of the register or cause prejudice to the Union institutions or use their logos without express authorisation;
- (f) ensure that the information that they provide upon registration, and subsequently administer in the framework of their covered activities, is complete, up-to-date, accurate and not misleading, and agree to that information being made available in the public domain;
- (g) respect, and avoid obstructing the implementation and application of, the relevant publicly available rules, codes and guidelines established by the Union institutions;
- (h) not induce Members of the European Parliament, members of the Commission or staff of the Union institutions to contravene the rules and standards of behaviour applicable to them;
- (i) if employing former Members of the European Parliament, members of the Commission or staff of the Union institutions, take the confidentiality requirements and rules applicable to those individuals after leaving the respective institution duly into account, with a view to preventing conflicts of interest;
- (j) where engaged in a client-intermediary relationship:
 - (i) ensure that the parties in such a relationship are entered in the register; and
 - (ii) as clients or intermediaries, ensure that the relevant information concerning the relationship entered in the register pursuant to Annex II is published;
- (k) where, for the purpose of carrying out covered activities, they outsource certain tasks to third parties that are not themselves registered, ensure that such parties adhere to ethical standards that are at least equivalent to those that apply to registrants;
- (l) present to the Secretariat, if requested, supporting material demonstrating their eligibility and the

accuracy of the information submitted, and cooperate sincerely and constructively with the Secretariat;

(m) acknowledge that they may be subject to the investigation procedures and, where applicable, measures provided for in Annex III;

(n) take appropriate steps to ensure that any of their employees engaged in covered activities are informed about their commitment as registrants to observe this code of conduct;

(o) inform the clients or members they represent in the framework of covered activities of their commitment as registrants to observe this code of conduct;

(p) respect, and avoid obstructing, the specific access and security rules and arrangements established by the signatory institutions.

To notify the Secretariat of any breach of the code by a registrant, please use the form on the complaints webpage.