

# CODE OF CONDUCT

*The DutchCham Winsemius Awards aim to strengthen the ties and collaboration between Singapore and The Netherlands and to offer a larger platform to showcase best practices and achievements of (Dutch) business in Singapore. To ensure the submissions for the awards are reviewed objectively and the outcome is unprejudiced, jury members must follow a code of conduct and sign this jury agreement. Nominees who enter the awards procedure can expect an honest and fair judgement by a skilled jury. We therefore ask jury members to follow the guidance set out below. This way an honest and unbiased jury process and work environment are secured.*

## 1. Working as a team

Each jury consists of four jury members. We ask you to respect the timetable and deadlines set out for jurying and judging and to attend sessions punctually. As part of a team your individual opinions and views may vary, but you should aim to achieve agreement without creating disharmony. We ask you to act with courtesy and respect towards your fellow jury members and all others involved in the process. No jury member should rush decisions. Every jury member's view should be considered thoroughly.

Jury members are expected to behave in a professional manner and refrain, in their relations with other jury members, DutchCham employees and everyone they meet in their official role, from degrading, insulting, offensive or discriminatory language or any other unethical, demeaning or unlawful actions.

## 2. Skills

You have been invited to judge for the Winsemius Awards because you possess a broad, up to date and in-depth knowledge of what is required for the award category you are invited to judge. If you disagree with this judgement, contact a DutchCham board member or executive team member for further discussion.

## 3. Confidentiality

It is essential that the judging process remains confidential at all times before, during and after the event. The duty of confidentiality is enduring and does not stop at the close of the Awards Ceremony. Do not at any time discuss the judging process and the details with anyone other than your fellow jury members, the DutchCham board members and executive team. This includes comments in any form on social media or other communication channels. Photographs are only allowed with permission of the Winsemius Awards Steering Committee.

## 4. Feedback

Draft your feedback to the nominees carefully. Develop a wide and clear vocabulary, to make sure you can vary the comments and be constructive with your criticism. Do not enter any discussions with anybody outside the jury and DutchCham contact persons. If needed, please refer a nominee to the DutchCham board for further explanation.

## 5. Conflict of interest

To avoid conflicts of interest all jury members are excluded from nomination and are not involved with nominated projects or initiatives. The jury members may not be employees (in any form) of the participating companies in the year of participation.

## 6. Fairness.

All nominees in the same category must be judged by the same criteria and by the same standards to create a fair process. It is important when judging to avoid situations which might suggest or imply to an observer any possibility of unfair or unequal treatment during the judging process. Common non-exhaustive examples of implicit unfairness of treatment are conflicts of interest and bias.

## 7. Impartial judging.

Should a jury member feel they cannot be impartial, they must stand down for the judging of the nominees in question. In such a case the jury member will not score that nominee and refrain from any discussion on this nominee.

## 8. Bias

Deliberate bias, where a decision is made to favor or to exclude a nominee for personal reasons unconnected with the selection criteria for the category, is not acceptable. Additionally, a jury member must never allow the exercise of his/her judgment to be influenced by gifts from or favors owed to third parties.

Personal preferences and prejudices must be set aside to allow an objective assessment of the nomination. Unconscious bias is more subtle and can exist where a jury member allows a personal preference or dislike to influence the decision. Unconscious bias may also exist where the jury member does not agree with the nominee's views or if a jury member makes assumptions about the nominee based on hearsay. The jury member's duty is to eliminate subjectivity as much as possible and to apply the same open-minded and objective approach to each nominee.

Discrimination is any practice that makes distinctions between individuals or groups to disadvantage some and advantage others. Any form of discrimination is prohibited and needs to be reported to the Winsemius Steering committee.

9. When jury members express themselves in public, they should be respectful of DutchCham and its partners and members. If a jury member has a comment or concern about the process or organization, they must bring it up to a DutchCham board member or the executive team.

10. Any violation of the Code of Conduct will result in the jury member being relieved from their jury obligations by the Winsemius Steering Committee. Anyone witnessing or receiving information of any violation, should report it immediately to the Winsemius Steering Committee, via the Executive Director of the DutchCham ([director@dutchcham.sg](mailto:director@dutchcham.sg)) and if relevant to the authorities. Other measures following violations are at the discretion of the DutchCham board.

**Declaration: I confirm my commitment to complying with this Code of Conduct.**

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Full name

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Date

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Signature