

## **Explanatory note to the COST Code of Conduct<sup>1</sup>**

COST expects ethical behavior of all players involved in COST activities at all levels and relies on the trustworthiness and own sense of responsibility of the persons involved.

COST is committed to transparency and accountability. It is open to any review and constructive criticisms in order to foster a more scientifically honest and responsible framework.

CSO underlines the importance of the following with regard to internal and external communication:

1. Internal matters should be kept internal. Any unresolved discrepancy between different actors should be brought to the attention of the CSO through its executive group (JAF).
2. In external communication all COST representatives should take care to preserve the good reputation of COST.
3. All communication, either oral or written, should use respectful language, professional courtesy and polite manners.
4. Electronic communication with its wide and easy practice requires a responsible and attentive usage, must be clearly addressed and restricted to only relevant parties including those that are in copy for information.
5. Use of the CSO distribution lists of e-mail addresses is restricted. Any communication addressed to the CSO has to be sent to [cso.support@cost.eu](mailto:cso.support@cost.eu) or directly to the Presidency with the request for further distribution to the CSO delegations.

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<sup>1</sup> Document COST 4160/10 COST Code of Conduct