

## BCI Partnership: Principles of Membership

Agreement to abide by these Principles of Membership is a requirement for membership of the BCI Partnership.

### *Eligibility*

Membership is open to all organizations which have an interest in supporting the mission of the Business Continuity Institute: promoting the art and science of business continuity management worldwide.

### *Members' relations with each other*

- BCI Partnership members create value by exchanging information with each other which saves them time and gives them confidence in possible courses of action. Discussion where possible should be open and wide ranging, and it requires that members trust each other to retain confidentiality and be tolerant of mistakes or unusual ideas.
- It is also important that there are no hidden agendas by which one member may profit at the expense of another or without the others' explicit agreement.

### *The way information is exchanged*

- Unless otherwise stated all meetings (including webinars) will be conducted under the Chatham House Rule in that what is said may be reported outside of the meeting but not ATTRIBUTED.
- Where there is a need for greater confidentiality (Steering Group meetings would be included in this) then the Chair shall so advise and gain agreement from all present before starting the meeting.
- Information in the members' area of the BCI website(s) shall be treated as confidential by members and will not be disclosed outside of the membership.

### *Members' commercial interests*

- Disclosure of commercially sensitive information is a matter for each member to judge. Members must appreciate that there will be certain topics which do not permit the inclusion of all members.
- Members shall respect any confidentiality, copyright or other expressed intellectual property rights in information shared by other members or the Business Continuity Institute.
- Members must not expect or encourage other members to act against their organization's commercial self-interest.

### *Payment of Subscription fees*

- The BCI charges annual fees for membership of the BCI Partnership. Members will pay their subscriptions promptly when due in order to ensure continuity of membership benefits.
- Non-payment of fees within a reasonable time will result in membership being first suspended and then withdrawn completely.

### *Public Relations*

- All member organizations agree that their membership of the BCI Partnership can be advertised by the BCI in relevant communications including the BCI's website.
- The BCI will not provide contact details to third parties without member's prior consent.
- No member shall claim to represent the BCI Partnership without the express agreement of the BCI's Executive Director.

### *Social & Ethical Obligations*

- Members must never intentionally injure, directly or indirectly the professional reputation, prospects or business of the BCI.

### *Failure to comply with these Principles of Membership*

- Any breach of these Principles of Membership should be brought to the attention of the Executive Director of the BCI.
- The BCI retains the option to withdraw membership for serious breaches of these Principles without any refund of subscription fees paid based on majority agreement of the BCI Partnership Steering Group.

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