

CODE OF CONDUCT

A.L.IM. - Digital Consultants guarantees to all members assistance and support in the exercise of professionalism oriented to the economic digital evolution, offering a real and effective trade union representation in favour of the operators of the digital world, aiming at the international recognition of a new profession, that of the Digital Consultant.

Art. 1 - Scope of application

The rules of the Code of Conduct apply to all members in the exercise of their professional activities and in their relations with each other, with their clients and with third parties.

Art. 2 - Disciplinary and regulatory powers

In the event that the Member violates the rules of conduct, he shall be subject to disciplinary measures at the initiative of the President and the Board of Directors, who shall inform the Council of Guarantors of the A.L.IM. The latter shall inform the A.L.IM. National Board of Supervisors, which, having made the necessary assessments, shall take the appropriate measures.

Art. 3 - Duties of probity, dignity and decorum

The Member shall base its conduct on the observance of the duties of probity, dignity and decorum.

The Member shall provide a clear example of rectitude and of good civil and moral conduct, even outside the exercise of the profession, so as to preserve the good name of the professional category and of the Association.

Any Member guilty of misconduct towards other Members shall be subject to disciplinary proceedings.

The Member shall not knowingly contribute to the commission of offences or unlawful acts by his activity.

Art. 4 - Duties of Loyalty, Loyalty and Fairness

The Associate must carry out his/her professional activity with loyalty and fairness.

A disciplinary offence shall be committed if an Associate engages in acts contrary to the interests of his or her client or of the profession and which may damage the image of another Associate or of the Association itself.

Art. 5 - Duty of Diligence

The Associate must perform his professional duties with the utmost diligence.



National Section of Digital Consultants

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Art. 6 - Duty of Confidentiality

It is the fundamental duty of the Associate to keep confidentiality on the activity carried out and on all the information he/she has received in the course of his/her duties.

The Associate is obliged to guarantee the respect of the professional confidentiality by his/her collaborators, even if occasional, and by his/her own employees.

Art. 7 - Duty of competence

The Associate is obliged not to accept assignments that he/she is not able to carry out with adequate competence and organisation of means and people.

Acceptance of a given professional assignment implies the Associate's competence in carrying it out. In the event of any difficulty, the Associate must inform his client, so that he can consider replacing him with another professional.

Art. 8 - Duty of Professional Updating

It is the Member's duty to constantly take care of his professional preparation, preserving and increasing his knowledge with particular reference to the sectors in which he carries out his activity.

The Member shall keep abreast of current legislation and comply with the regulations on training credits approved by the Association.

Art. 9 - Prohibition of the use of improper and offensive expressions

Without prejudice to civil and criminal law provisions, the Member must avoid using improper and offensive expressions towards other Members and/or third parties outside the Association, within the scope of the activities envisaged by the profession.

Art. 10 - Information on Professional Practice

The Assobiomedica Member is allowed to give information on his professional activity, according to correctness and truth, respecting the dignity and decorum of the profession and the obligations of confidentiality.

With regard to the means of information, abnormal means of disclosure that are contrary to professional dignity shall be prohibited.

With regard to the content of the information, the disclosure of data concerning clients and third parties shall be prohibited in accordance with EU Regulation 679/2016.

Art. 11 - Unfair competition



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The Member must refrain from using means that are incompatible with professional dignity to obtain new assignments. In relations with the Association, he must not enhance his own qualities to the detriment of others and must behave in accordance with the general principles and rules of free competition, taking particular care not to create reasons for personal conflict.

Article 12 - Use of the logo

The Member may place the logo of A.L.IM. - Consulenti Digitali with the relative denomination, respecting the forms and contents as well as the colours that compose it. The Member operating in the field of digital consultancy is not allowed to disavow membership of the professional association.

Art. 13 - Regulations and location of the professional activity

The Member shall guarantee his or her clients the availability of his or her organisation in the manner typically provided for the exercise of digital consultancy. It is the obligation of the Member to promptly notify the secretariat of the A.L.IM. - Digital Consultants any change of postal address, e-mail address or telephone number.

Art. 14 - Relationship with Members

The Member shall always maintain an attitude of cordiality and loyalty, in order to make the associative and professional activity more serene and correct. He shall refrain from any activity or form of publicity that may cause damage or harm. In particular, they must not criticise other members for their work, nor must they create the impression of the superiority or convenience of their own services.

Any violations of the code of conduct must be reported exclusively to the disciplinary bodies of the Association. The provisions of this article take on even greater weight and relevance when the aforementioned damaging conduct is perpetrated against a member of the Board or an official or against the image of the Association in general.

Art. 15 - Prohibition of hoarding clients

The Member shall refrain from any behaviour that could be qualified as "unfair competition". Furthermore, it is forbidden to exploit information, which may have been obtained, concerning the principals of other Members or to take advantage of team assignments in order to obtain principals.

Art. 16 - Relations with the A.L.IM. Nazionale

The Associate has the duty to collaborate with A.L.IM. The Associate has the duty to cooperate with A.L.IM. Nazionale for the implementation of the institutional aims and in compliance with the Association's choices.



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The Associate called to carry out associative tasks must fulfil the assignment with diligence, impartiality and in the interest of the Association.

Relationships with Association leaders must be based on dignity and mutual respect.

Art. 17 - Disciplinary proceedings

Disciplinary proceedings shall take place before the Council of Guarantors of the A.L.IM. National, in the forms and terms provided for by the Statute and the Implementing Rules. In any case, disciplinary proceedings shall not be valid if the person concerned is not summoned for the purpose of his/her defence, with a reasonable time limit for the same and the right to be heard at his/her request.

Art. 18 - Sanctions

The specific provisions of this code of conduct are examples of the most common types of conduct and do not limit the scope of the general principles expressed. Knowledge of and compliance with these rules is an obligation for all members.

It is at the discretion of the Council of Guarantors of the A.L.IM. It is at the discretion of the A.L.IM. Board of Supervisors to impose sanctions in the event of violation of even one of the articles that make up this code of conduct. The sanction shall be understood to be, depending on the seriousness of the case, a) reprimand; b) censure.

In the event of serious or repeated infringements, the Board of Appeals of the A.L.IM. In the event of serious or repeated violations with recurrence, the A.L.IM. Board of Supervisors proposes to the President the temporary suspension or expulsion from the Association.