



## **1 B S I's Purpose**

B S I is the UK's national standards body (N S B) and the first national standards body to be created. We represent U K economic and societal interests across European and international standards organizations. B S I is committed to enabling the development of standards needed by industry and by society and which help safeguard the environment. We strive to facilitate participation of all relevant parties so that the framework for life set by standards works equally well for everyone.

## **2 Introduction**

B S I warmly welcomes and appreciates the valuable contribution of all standards-makers. Enabling their knowledge, experience and expertise to shape standards is one of our primary responsibilities as the National Standards Body (N S B) for the U K. As part of our commitment to developing sustainable and inclusive standards, B S I encourages applications from all interested parties especially any potential users of the standard and any stakeholder group or community affected (directly or indirectly) by the use of a standard particularly those who have been or whose needs have been traditionally less represented and / or understood. B S I strives to provide an inclusive standards development environment where all voices can be heard and recognizes the value of all standards-makers' contributions regardless of stakeholder group, organization type or individual characteristics / attributes.<sup>1</sup>

Standards-makers are the heart of the standards development process and engaging them is central to the role of B S I as the U K's N S B. The fundamental principles of the role of B S I standards-makers are set out in B S 0.

This policy is intended to supplement and complement B S 0 by providing more detail, clarity and transparency about the role of standards-makers and the relationship between standards-makers and B S I. This policy aims to clarify our respective responsibilities in the standards development process especially expectations for conduct, equality and inclusion.

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<sup>1</sup> As detailed in B S 0 7.2, there are different roles on committees with different rights associated with them (e.g. observer or papers only member has no right to comment / contribute)

## 3 The policy

### 3.1 Definitions

For the purposes of this policy the following applies:

**B S I standards-maker:** anyone participating in or contributing to the development of any type of standard in the U.K. in any capacity (e.g. committee, panel or advisory / steering group member, chair or convenor, nominating organization and any B S I employees involved in the standards development process).

**Committee member:** all volunteers serving in any role on any committee, panel, subcommittee or any other group formed to support the work of the aforementioned.

**Nominating organization:** stakeholder organization for a defined interest group(s); see clause 7.3 of B S 0.

**Bullying:** the behaviour of a person who aims to or does hurt, belittle, frighten or intimidate someone, often someone smaller or less powerful, usually in an attempt to make them behave in a way that they do not want.

**Harassment:** unwanted behaviour towards someone that is threatening, offensive or otherwise upsetting to them.<sup>2</sup>

**Microaggression:** a small act or remark that makes someone feel insulted or treated badly because of their race, sex, or other characteristic, even though insult, etc. may not have been intended, and that can combine with other similar acts or remarks over time to cause distress.

**Bribe:** includes any direct or indirect payment, benefit or gift offered, given, requested, or received with the purpose of improperly influencing a decision or outcome. The benefit does not necessarily have to be of large value. It could be as simple as a lunch or an invitation to a sporting event. Nor does a transaction need to have taken place for it to be considered a bribe. In addition, payments, gifts, or other benefits provided to or through a

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<sup>2</sup> In the law: unlawful behaviour towards a person that causes mental or emotional suffering, which includes repeated unwanted contacts without a reasonable purpose, insults, threats, touching, or offensive language



third party such as a relative or business partner, could also be a bribe under certain circumstances.

Corruption: the misuse of entrusted power for private gain.

### **3.2 Standards-Makers Agreement**

Accepting any standards-maker role implies an acceptance of the B S I Standards-Makers Policy (formerly known as the Committee Member Policy) and the agreements, commitments and codes of practice it outlines. B S I, in turn, agrees to uphold its commitments and obligations as outlined in this policy.

Standards-makers may also be directly involved in European and / or International standards development work and the relevant standards development organization may have its own policies, codes of conduct, etc. We expect U.K. standards-makers to whom this applies to adhere to all such applicable policies as well as this policy.

N B: The principles herein may also be extended to members of P A S Steering Groups and B S I Flex Advisory Groups as applicable.

### **3.3 Core Principles**

#### **3.3.1 Diversity, Equality and Inclusion**

B S I opposes and prohibits all forms of unlawful and unfair discrimination. B S I recognizes that it is essential to provide equality of opportunities to all persons and is committed to eliminating bias and discrimination. B S I encourages equality, diversity and inclusion amongst the entire B S I standards-making community and throughout all aspects of the standards development process. All B S I standards-makers' contributions should be equally valued (regardless of stakeholder group, organization type, or individual characteristics) and each B S I standards-maker should be respected and able to effectively engage in the standards development process. B S I standards-makers found to be engaging in any form of bias or discrimination may be subject to disciplinary action, up to and including removal from the relevant role / dismissal from all roles.

#### **3.3.2 Anti-harassment and bullying**

All B S I standards-makers have the right to be treated respectfully in their work developing standards. B S I is therefore committed to providing an environment free from violence (verbal and physical), harassment, microaggressions and bullying. B S I



standards-makers suspected of engaging in any form of harassment, micro-aggressions or bullying will be dealt with in accordance with our Process [misconduct] and may be suspended or removed from standards development work.

#### 3.3.3 Bribery and corruption

Bribery or corruption in any form is unacceptable to B S I and we are committed to transparency in all our business dealings. We will never offer, give, request, or receive bribes or other inducements, either directly or through a third party. Committee members suspected of engaging in any activities that might be construed as either bribery and / or corruption will be dealt with in accordance with our Process [misconduct] and may be suspended or removed from standards development work.

You are encouraged to raise concerns about any issue or suspicion of corruption at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, you should raise them with your Committee Manager, Committee Services Centre or the B S I Compliance and Ethics Team. If you feel that you are unable to report using any of these routes or would prefer to remain anonymous, please use the B S I Speak Up service.

#### 3.3.4 Contacting the Compliance and Ethics Team and Raising Concerns

B S I is committed to an environment where committee members feel comfortable to share their views and raise their concerns. We ask committee members to speak up promptly and report conduct that they believe, in good faith, violates laws, regulations, or policies.

Don't support it. Raise it.

There are multiple channels to raise concerns, including with Committee Managers and the Committee Service Centre. The Compliance and Ethics Team may also be contacted to report concerns either via telephone or online via a web form. Reports can also be made anonymously.

Website: [www.safecall.co.uk/en/clients/bsi](http://www.safecall.co.uk/en/clients/bsi)

E-mail: [compliance@bsigroup.com](mailto:compliance@bsigroup.com)



### 3.3.5 No retaliation

All reported concerns are treated in strict confidence to the maximum extent possible, and B S I does not tolerate retaliation against any committee member who reports a concern in good faith. Protection against retaliation is also extended to those who assist in any investigation of such concerns.

## 3.4 Recruitment & Selection

B S I recognizes that it is essential to provide equality of opportunities to all and is committed to eliminating discrimination and encouraging diversity, equality and inclusion amongst the entire B S I standards-making community. As part of its commitment to developing sustainable and inclusive standards, B S I encourages applications from all interested parties including any potential users of the standard. We welcome applications from any stakeholder group or community affected (directly or indirectly) by the use of a standard where the needs of that group or community have been traditionally less represented and understood. Further details of how standards-makers are recruited and selected are available in B S 0 and our Recruitment Policy or you can visit our Get Involved web pages for more information. All participation in standards development is at the discretion of B S I.

## 3.5 Onboarding and Training / Development

There is a wealth of publicly available information for all standards-makers on the [Useful Resources](#) page (for standards-makers) on the B S I website. The page includes things such as links to all relevant policies, role descriptions, training and copies of previous newsletters, amongst other things.

New committee members will also receive a series of e-mails with details of key next steps to enable them to get involved with their committee(s). It is important to read these e-mails and take the necessary steps to complete the activation of their membership. One of these key steps is the registration process to activate their account on the B S I Documents system; B S I Documents is the online platform for all committee work (excluding meetings). Not actioning these e-mails will leave new committee members without access to tools and information they need to fulfil the committee member role. In addition, new committee members will also have access to our comprehensive Committee Member Training programme which offers practical, technical and skills-based courses which help committee members maximize their impact on standards development.

Other standards-makers, including nominating organizations, should refer to B S 0 in the first instance and then any other resources or documents relevant to their specific standards-making role. For nominating organizations, we also recommend reviewing the Nominating Organization Role Description and the Recruitment Policy. All standards-makers can contact [standardsmakers@bsigroup.com](mailto:standardsmakers@bsigroup.com) at any time with questions. Committee members' first point of contact should always be their Committee Manager.

### **3.6 Specific Roles & Responsibilities**

The standards-makers role descriptions set any specific expectations for each position. As per the Standards-Makers Agreement, accepting any role implies the acceptance of this (B S I Standards-Makers) Policy which outlines the general expectations for all standards-makers.

Standards-making with B S I is a voluntary endeavour and as such is self-funded. As the U K's National Standards Body (N S B), B S I facilitates and governs the standards development process and is the custodian of the knowledge generated during the process. We provide tools, systems and resources and committee management / standards development expertise to committees. Standards-makers provide the knowledge, experience and expertise in their subject and different stakeholder perspectives to try to ensure a standard meets the needs of all potential users and those affected by its use. B S I provides access for U K standards-makers to participate in international and European standards development and itself participates in the governance of ISO, I E C, CEN, CENELEC and ETSI to ensure the U K views and needs are heard and to enable U K leadership in areas of strategic importance to the U K.

### **3.7 B S I's Commitment**

B S I recognizes that volunteer standards-makers are not substitutes for paid employees but that their contributions are vital to standards and the standards development process, the core activity of the N S B.

B S I will:

- Govern and facilitate the standards development process,
- Work with standards-makers in accordance with the principles set out in B S 0. and all other applicable policies,
- Enable all standards-makers to provide feedback about their experiences and act fairly and impartially when reviewing and responding to such feedback,

- Ensure all standards-makers understand their roles and are involved in standards-making as outlined in their role description,
- Hold ultimate responsibility for the recruitment, selection, development and management of all its standards-makers, with input from more experienced standards-makers when necessary,
- Encourage diversity and strive for equality and inclusion in standards development and standards,
- Work proactively to engage the next generation (a.k.a. young professionals) of standards-makers,
- Make available resources, information, development, on-going communication, support and recognition to standards-makers as appropriate to their role,
- Ensure that standards-makers and B S I employees work together in accordance with this Policy, B S 0 and all other applicable policy,
- Provide meeting facilities for in person, remote/online and hybrid meetings to facilitate engagement and participation in standards development work,
- Provide standards-makers with access (as appropriate to their role) to the tools and platforms required for engaging in the standards development process.

### 3.8 Standards-makers' commitment

Standards-makers will:

- Constructively engage and participate in standards development work in accordance with the principles set out in this Policy, B S 0 and all other applicable policies, procedures and processes,
- Carry out their role willingly and to the best of their ability,
- Ensure they are meeting any deadlines for their work / contributions within pre-agreed timeframes and give reasonable notice, wherever possible, if unable to undertake agreed activities, including participating in meetings,
- Register for any B S I training courses which might benefit them, including any further training identified by B S I to assist them,
- Recognize that all standards-makers are equal and treat others with fairness and respect,
- Reveal any conflicts of interest and / or Intellectual Property Rights concerns to their committee,
- Share concerns or problems as soon as they arise and work constructively with committee leadership (e.g. Chair or Convenor) and / or B S I in order to solve them quickly and effectively,
- Respect the confidentiality of the standards development process,

- If representing a nominating organization, ensure they are doing so effectively and that they are communicating regularly with that body and vice versa for nominating organizations as per the Nominating Organization Role Description,
- Inform B S I of any individual circumstances that may impact their ability to carry out the role so that reasonable adjustments can be made,
- Abide by and adhere to the relevant European and International Regulations, Directives and Codes of Conduct if nominated to represent the U K at any CEN, CENELEC, ISO or I E C committee or working group,
- Not use standards-making, nor any of the associated platforms and tools/systems, to gain a commercial or competitive advantage or to promote or lobby for their own interests.

## **4 Feedback and Concerns**

If standards-makers have any concerns about meeting the expectations of this Policy and / or those within B S O, please inform B S I as soon as possible. B S I strongly encourages anyone wishing to provide any form of feedback, positive or negative, about their standards-making experiences at any time to do so. The first point of contact should always be the Committee Manager or the standards-maker's usual / regular B S I point of contact, who may re-direct them to the appropriate individual or department within B S I.

Alternatively, there is an online form which can be completed (including anonymously) here <https://www.surveymonkey.co.uk/r/standardsmakersfeedback>.

Feedback can also be e-mailed to [standardsmakers@bsigroup.com](mailto:standardsmakers@bsigroup.com). Please also see further details in the [B S I Standards-Makers Feedback Policy](#) or other relevant policies.

## **5 Recommended Terms of Service**

Being a standards-maker is a voluntary role and standards-makers can continue to be involved for as long as they:

- Are able to make a contribution,
- Continue to have relevant knowledge,
- Continue to participate in accordance with B S O, this Policy and all other applicable policies.

It is recommended that all standards-makers ensure that they are taking on work which they can effectively fulfil. Please see B S O 7.5.2 and 8.3.



Committee Chairs should ordinarily serve no more than two (or three for Committees under Committee Service Centre / External Secretariat management) consecutive terms unless there are special circumstances.

## **6 Committee Member Logo Terms of Use**



B S I grants to officially registered committee members (“Named User”) a non-exclusive licence to use the Committee Member Logo strictly in accordance with the user guidelines “How to promote your B S I committee membership” found on B S I Documents where Committee Members will also find the logo available for download.

For the avoidance of doubt the right of the Named User to use the Committee Member Logo shall cease immediately upon that Named User no longer being a part of any committee for any reason. B S I reserves the right to withdraw the licence at any time upon notice to the Named User.

This licence does not give the Named User any rights in the Committee Member Logo and any goodwill in the Committee Member Logo that may be created by use of it shall belong to B S I. This Agreement does not give the Named User a licence to use any other trademark, trade name or logo owned or used by B S I, all of which may not be used without a separate licence to do so from B S I. In using the Committee Member Logo, the Named User may not pass itself off as a subsidiary of B S I, or a member or partner of it or any of the companies in its group. The Named User agrees that it will not use any other logo that is similar to any other B S I trademark or trade name, which may cause confusion or imply that it is a subsidiary, member or partner of B S I.