

DRAFT:

Recycling Reform Act Advisory Council | Code of Ethics

Commitment Statement

Members serve the public interest, act with integrity, and support the council's advisory role to the Washington State Department of Ecology (Ecology) and the Producer Responsibility Organization (PRO).

Conduct Expectations

Advisory council and subcommittee members agree to:

- Be active listeners.
- Fully participate in discussion.
- Review all information provided ahead of or in between meetings.
- Raise their hand and wait to be called on to speak.
- Allow others to complete their thought without interrupting.
- Be respectful of others. It is okay to critique an idea, but not an individual or group.
- Avoid assumptions or judgements about other groups, organizations or communities.
- Be mindful of power dynamics and seek to create space for diverse perspectives, including voices that may be underrepresented or disproportionately impacted.
- Prioritize attending all meetings and notify the facilitation team as soon as possible if a conflict arises.
 - If a member must miss a meeting, there are two options for participation:
 - They may submit written input in advance to the facilitation team and review the meeting minutes afterwards to stay informed of council and subcommittee activities.
 - They may request in writing to have a designated delegate from their organization attend in their place. Designated delegates will have the power to vote in place of a member. For smooth meeting operations, the facilitation team requests notification 2 business days in advance.

Conflict of Interest Policies

- The council includes a diverse membership representing a range of perspectives so having interests is expected, but the goal is to ensure conflicts are disclosed to ensure transparency and trust.

- A conflict of interest is when a council member has a financial, professional, or organizational interest that could reasonably be perceived as influencing their advice or recommendations related to the council's work.
- Members should also be attentive to non-financial influences, including institutional or positional interests, that could affect equity-related discussions or outcomes.
- Members must disclose any actual, potential, or perceived conflict of interest as soon as it arises and before participating in discussion of the relevant topic. Disclosures will be made verbally at the onset of meetings and/or in writing to the facilitation team prior to meetings.
- In most cases, disclosure alone is sufficient, and a council member can still participate in discussion after the disclosure is made.
- In the case of a conflict-of-interest disclosure where the member or their organization stands to receive a direct financial or regulatory benefit from a specific recommendation, the member will self-identify the conflict of interest and recuse themselves from participating in the discussion and from any vote related to that agenda item.
- In general, members should self-identify conflicts of interest and recuse themselves from discussion when appropriate. However, the council chair can also determine that a member has a conflict of interest and ask them to officially disclose the conflict, and if needed, recuse themselves from discussion. The vice chair may step into this role if the chair is the person with a conflict and they opt not to self-disclose or recuse themselves from discussion.
- Council members may not use their position to secure special privileges, preferential treatment, or inside information for themselves or any organization they represent.
- Disclosure obligations are ongoing and apply throughout a member's term of service.

Public Records, Confidentiality and Information Exchange

- All council and subcommittee communications and records are public.
- Council members shall comply with applicable antitrust laws and shall not discuss competitively sensitive information or engage in conduct that could restrain competition.
- Ecology is not responsible for protecting proprietary or confidential business information shared during meetings and council members should not provide proprietary information to the council.
- When sharing information or framing issues, members should strive to use clear, accessible language and be attentive to the needs of audiences with varying levels of technical expertise.
- Council and subcommittee members commit to sharing relevant information with the council with as much lead time ahead of a meeting as possible.

- Council and subcommittee members should be aware that all discussions had with other members outside of Council and subcommittee meetings are not considered official business.