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Rules of procedure of the ethics commission of CorrelAid e.V.

§1 Tasks

- (1) The ethics commission shall act upon written request. Any person may address the ethics commission with a request. The members of the ethics commission are independent in the performance of their duties and are not bound by instructions. They are responsible only to their conscience.
- (2) The ethics commission shall examine and issue written statements on ethical aspects of the association's activities.
- (3) the ethics commission shall examine in particular whether
 - the planned activity of the association is in accordance with the charitable purpose of the association
 - precautions have been taken such that the risk of data protection hazards in the use of personal data is minimized for the planned activity
 - the planned activity exhibits an appropriate balance between the benefits and risks of the activity
 - the activity follows the code of conduct and the ethical principles formulated therein
- (4) the ethics commission maintains the code of conduct and any guidelines of the association which form the basis of its decisions.

§2 Composition

- (1) the ethics commission is composed of the chairperson and four other members.
- (2) the members of the ethics commission must be members of CorrelAid e.V..
- (3) The members of the ethics commission are elected for one year by the general assembly. Members can be re-elected once.
- (4) Members of the ethics commission are volunteers.
- (5) the names of the members of the ethics commission are published.
- (6) the ethics commission can consult further experts for decision making if necessary.

§3 Review procedure

- (1) the chairperson decides after receiving a request whether the activity is subject to review and whether the review procedure is to be initiated.
- (2) If an evaluation procedure is initiated, the ethics commission shall issue a statement
- (3) if there are reservations about the activity, the activity can be declared suspended until the ethics commission has reached a final decision.
- (4) decisions of the ethics commission require a simple majority of its members. If a decision is taken, it is a decision of the ethics commission as a whole.
- (5) the review procedure should last three weeks at most.
- (6) if the ethics commission decides to the disadvantage of the requesting party, the activity must be stopped. A violation of the decision must be reported to the board.

§4 Confidentiality

- (1) the subject of the proceedings and the individual opinions of the members of the ethics commission are to be treated confidentially. The members of the commission are bound to secrecy.
- (2) the members of the ethics commission are to be instructed about their duty of confidentiality at the beginning of the activity.

§5 Amendment of the rules of procedure

(1) the ethics commission can receive new rules of procedure by decision of the general assembly.