

## TSCF CODE OF ETIQUETTE

The Rules of Etiquette govern the relationships between TSCF and its environment, as well as the relationships between its members.

The Rules of Etiquette are intended to create social harmony, by promoting trust and mutual respect, countering abuse and ensuring balance in relationships.

The Rules of Etiquette are not negotiable.

## ARTICLE 1. NATURE OF TSCF

TSCF is a Civil Society Organization (CSO) and a Non-Governmental Organization (NGO).

A CSO is an organization that is non-governmental, not for profit, not representing commercial interests, and pursuing a common purpose in the public interest.

An NGO is an international CSO.

## ARTICLE 2. RELATIONSHIPS WITH THIRD PARTIES

§ 1. TSCF is an independent institution, free of any other established interest.

§ 2. TSCF's Policies and decisions are sovereign and with no recourse.

§ 3. TSCF does not receive funding from governments, nor does it contribute to their funding, be it directly or indirectly.

§ 4. TSCF is not for profit and does not stand for any commercial interest, nor does it support any, be it directly or indirectly.

## ARTICLE 3. CONSISTENCY PRINCIPLE

TSCF strives to create Social Capital. There must be consistency between this final objective on the one hand, and the behaviors of its Members, Providers, and Collaborators, on the other hand.

## ARTICLE 4. POLICY PRIORITY

§ 1. Should the Policies determined by TSCF and those carried forward by another organization conflict on a particular matter, the Policies determined by TSCF shall prevail.

§ 2. By contracting with TSCF, Providers accept clause 4.1 above.

§ 3. No one is supposed to ignore the Code of Etiquette.

#### ARTICLE 5. PROTOCOL FOR COMMUNICATION WITH EXTERNAL BODIES

§ 1. The Presidency addresses Chiefs of State and Governments and their immediate Delegates, Heads of International Organizations or Corporations and their immediate Delegates, and is addressed by them.

§ 2. Other communication is handled by the Office of the Secretary-General, which directs external bodies to the appropriate persons in charge.

#### ARTICLE 6. COMMUNICATION

§ 1. Written communication, be it in conventional or electronic format, must be courteous and include the usual politeness forms.

§ 2. Communication must emanate from persons or bodies with appropriate and sufficient authority as per Article 5 above.

§ 3. Questions to TSCF must not request information that TSCF has already publicly given.

§ 4. Responses address the questions raised by the initial message.

§ 5. Mail must be sent to the appropriate respective addresses/persons in charge, as per Article 5 above and as per organizational information publicly given by TSCF.

§ 6. All mail sent by TSCF and that requires it receives a response. The maximal time frame for responding is 10 business days.

§ 7. Messages not conforming to Etiquette are not taken into consideration.

## ARTICLE 7. LANGUAGE

§ 1. The official language of TSCF is international English.

§ 2. TSCF is not bound to take into consideration communication in other languages than its official language.

## ARTICLE 8. PROVIDERS

§ 1. Providers serve TSCF's needs and goals.

§ 2. Providers know TSCF's Social Philosophy, Values, Policies and Rules, and abide by them.

§ 3. Providers are expected to be independent on any Third Parties.

§ 4. Providers do not promote the interests or Policies of Third Parties to the detriment of those of TSCF.

§ 5. No service or good can be paid for unless it has been delivered at least in part.

§ 6. Voluntary interruption or restriction of the service results in the ipso facto termination of the business relationship between TSCF and the provider.

§ 7. Any form of abuse, which includes pressure, threat, blackmail, deception, or manipulation, results in the termination of the business relationship between TSCF and the provider.

§ 8. Any attempt to harm the image of TSCF to the eyes of the Public or of a Third Party, results in the ipso facto termination of the business relationship between TSCF and the provider.

§ 9. Any voluntary blow to the reputation or attempt to harm the working of TSCF creates a right to compensation for the damage caused.

§ 10. Pursuit of the business relationship after the Code of Etiquette has been updated involves acceptance of the amendments that have been made to it.

#### ARTICLE 9. RECIPROCITY PRINCIPLE

Support brought by TSCF to other organizations is subject to reciprocity. This applies notably to any form of information likely to generate awareness, including links to websites.

#### ARTICLE 10. PRIVACY POLICY AND DEMOCRATIC RIGHTS

§ 1. Requests from Third Parties regarding TSCF members, Conference Participants or Persons in contact with TSCF are responded only if the following conditions are fulfilled:

- Proof of identity and quality of the applicant is provided for,
- Proof of a legitimate interest in the case is provided,
- Proof is provided for that the request is formulated under a contradictory, transparent and fair procedure,
- Details of the case are provided for,
- Details of the information requested are provided for.

§ 2. No information regarding TSCF and/or its members is given to Third Parties in a discriminatory or preferential manner.

#### ARTICLE 11. EDITORIAL MATTERS

§ 1. TSCF intends to make a contribution to the improvement of the social, moral, economic, and political environment. As a publisher, TSCF particularly values the evaluation criteria of social utility, impact, and potential spinoffs.

§ 2. TSCF follows a procedure that is fair and respectful to Authors. The comments provided to Authors are designed to help Authors produce articles that subscribe to an excellent standard of quality.

§ 3. TSCF contributes to re-establishing impartial and rational evaluation in the social sciences.

§ 4. Authors indicate sources of funding when required by these sources, and any restrictions on publication placed on them by Sponsors. It is the duty of the Authors to clear copyright on data of all types.

§ 5. Simultaneous or later submission or publishing at other Editors are not permitted. Authors must certify that the papers presented are original, have not been, and will not be published elsewhere.

§ 6. Authors reference correctly their publications with TSCF.

## ARTICLE 12. EVENTS

§ 1. The purpose of TSCF Events is to let ideas progress and to allow networking around essential issues.

§ 2. TSCF Events are exclusively subject to the Terms and Conditions determined and made public by TSCF. Some practices that are allowed in other events may not be accepted in the ones of TSCF.

§ 3. The presentation style in the TSCF Events is lively and interactive. TSCF Events encourage understanding across boundaries, be they professional, cultural, or other. The debate style in the TSCF Events is cordial, but respectful; assertive, but considerate of opposing views. Participation in the TSCF Events is constructive and helpful.

§ 4. Conference participants are not consumers. TSCF is not a seller.

§ 5. Participation is not a right. It is dependent on acceptance by TSCF and compliance with the regulations.

§ 6. Participants are regarded as members of a Community. They are encouraged to stay in touch in the future within a TSCF Constituency.

§ 7. Partial or intermittent attendance is not allowed.

§ 8. Persons accompanying participants are not admitted to the Conference rooms.

§ 9. Session schedules are strictly enforced.

§ 10. Dress code is smart casual to semi-formal.

§ 11. Participants are expected to communicate regularly with the organizers prior to the Event. They must clear any problem with their email communication. They are held responsible for any missing information regarding their participation.