



Code of Conduct FM Supplier Forum

BRIEFING & CODE OF CONDUCT

Outline

The FM Supplier, Peer to Peer Club is a member led forum that aims to network FM peer groups. It facilitates the following opportunities for its members:

- Members are invite only and from the supplier area of FM
- Members will be able to discuss openly individual and business challenges that they meet
- Discussions will be relevant and interesting
- There is a code of conduct to enable open and lively debate (see below)
- Fantastic networking opportunity
- Access to Opale expertise
- Free to attend

How the forum works.

The forum is a half day meeting held roughly every quarter and normally hosted by at a member venue and facilitated by Opale. Members are invited to submit topics for discussion 2 weeks prior.

Minutes will be circulated within a week of each meeting;

Agenda items are to be issued to the Chairperson five working days ahead of each meeting, with supporting papers;

Meeting Agenda and supporting papers will be issued two working days prior to each meeting; and

No papers are to be circulated at the meetings

There may be supplemental forums and discussion pages on the Opale website and some social media (e.g. LinkedIn). These will follow the same protocol.

Code of conduct:

The FM supplier Peer to Peer Club is attended by client side FM professionals or Directors with FM responsibilities and a National, EMAE or Global remit.

- All members are to respect the confidentiality of other members
- All matters discussed in the forum are deemed commercial in confidence unless expressly approved by the members for release.
- Members can opt in/out of supplemental forums
- Member contact details will not be released to any 3rd party without the prior approval of the member.
- Members will be invited to attend forums and will keep the host informed should he/she become unavailable.
- Members will only be contacted with their explicit permission