MUMBAI CLIMATE WEEK

Code of Conduct and Ethics for Partners

Mumbai Climate Week 2027

To be read with the MCW Communications Manual.

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1. Purpose and scope

This Code sets out the standards of conduct that all partners of Mumbai Climate Week (MCW) are expected to observe. It should be read together with the MCW Communications Manual: the Manual governs the use of the MCW brand, while this Code governs the manner in which partners act, make decisions and represent their work.

The Code applies to all partners and their representatives, including ecosystem, knowledge and sponsoring partners; conveners of Plenary, Stage and Hub Special sessions; Spoke event organisers; Innovation Challenge and hackathon partners; jury members; and speakers recommended by any of them. Each partner shall confirm its acceptance of the Code in writing (see section 11).

2. Our principles

- **Integrity:** partners act honestly and fulfil the commitments they make.
- **Independence:** decisions on content, selection and recognition are made on merit and are free of undisclosed interests.
- **Accuracy:** claims relating to climate impact are verifiable and are not overstated.
- **Inclusion and respect:** all participants are treated with dignity and are given a fair opportunity to be heard.
- **Transparency:** relationships, sponsorships and interests are disclosed.

3. Independence and conflicts of interest

What a conflict is. A conflict of interest arises where a personal, financial, professional or institutional interest could influence, or could reasonably appear to influence, a decision, a recommendation or the content of a session. A conflict may be actual, potential or perceived, and a perceived conflict is to be treated in the same way as an actual one.

Common situations. Conflicts typically arise where a person or organisation:

- has a financial interest in a proposal, entrant, speaker or outcome, including as an investor, lender, client, supplier or sponsor;
- holds an employment, advisory, board or consultancy position with an organisation affected by the decision;

- has a family, close personal or business relationship with a person affected by the decision;
- competes commercially with an organisation affected by the decision, or stands to gain a commercial advantage from it; or
- has mentored, trained, funded or otherwise supported an entrant, speaker or applicant.

How to know whether a conflict exists? Before taking part in any selection, evaluation, curation or recommendation, each person should ask:

- Could I, a relative or my organisation gain or lose financially, or in reputation, from the outcome?
- Do I have a relationship, role or past involvement with anyone affected by the decision?
- Would an independent observer, knowing all the facts, question my impartiality?

If the answer to any question is yes, or if the person is unsure, the interest shall be disclosed. Where in doubt, disclose.

- **Disclosure:** Disclosure shall be made in writing to MCW, before the person takes part. MCW Steerco. will decide how the matter is to be handled.
- **Recusal:** A person with an unresolved conflict shall not take part in the discussion, scoring or decision on the matter concerned. Each recusal shall be recorded.
- **Sponsorship and influence:** Financial or in-kind support does not automatically entitle a partner to a Plenary or Stage slot, a place in the programme, an award, a seat on a jury or any control over MCW content without MCW Steerco.'s approval. The final decision rests with the Steering Committee and are made on merit.
- **Interests identified later:** A conflict that was not disclosed at the outset shall be reported to MCW without delay. MCW may review, and where necessary reverse, any decision affected by it.

4. Sponsored and paid sessions

- Paid sessions, including Hub Specials, shall be identified as such in the programme and, where relevant, in partner materials.
- Conveners and sponsors shall disclose their interest in the subject of the session at its outset.
- Sessions are intended for learning and exchange. They shall not be used for sales presentations, product launches or advocacy for a single commercial interest.
- Payment does not exempt a session from this Code or from MCW's review of its content and speakers.

5. Jury selection and due diligence (Innovation Challenge and hackathons)

Juries are expected to be credible, independent and seen to be so.

- **Selection:** Jurors should be chosen for their relevant expertise and for a range of perspectives, by the partner in consultation with MCW. A partner shall not nominate jurors for its own entrants or sponsored challenges without disclosure.
- **Due diligence:** Before a juror is confirmed, partner should review the juror's professional background, current affiliations and any publicly reported controversies. Each juror shall confirm in writing that there is no undisclosed interest.
- **Entrant conflicts:** A juror shall not evaluate an entrant whom the juror has mentored, invested in, advised or employed, or to whom the juror is related. The same applies to a partner's own team, portfolio companies or beneficiaries.
- **Fair process.** All entrants shall be evaluated against the same published criteria. Scores and the reasons for them shall be recorded and retained. Jurors should not discuss entries with entrants during the evaluation.
- **Confidentiality and intellectual property.** Entries shall be treated as confidential and used only for evaluation. Entrants retain ownership of their ideas unless they agree otherwise in writing

6. Case studies, data and claims

Partners may present case studies, solutions and data at MCW, subject to the following:

- Claims shall be supported by evidence, and sources shall be made available to MCW on request. Figures, baselines and timeframes shall be stated clearly.
- Terms such as “net zero”, “carbon neutral”, “sustainable” and “nature-positive” shall be used only where they can be substantiated.
- Communities, individuals and organisations featured shall have given informed consent, including for photographs and stories, and shall be represented accurately and with dignity. Particular care shall be taken with children and vulnerable groups.
- Any commercial interest in a case study, such as a product, fee or investment, shall be disclosed.
- MCW may request changes to, or decline to feature, a case study that cannot be substantiated.

7. Speakers and session content (Hub Specials and partner-led sessions)

Conveners are responsible for the speakers they recommend and for the content of their own sessions.

- **Relevance and credibility:** Speakers shall be recommended on the basis of expertise and perspective, and not on the basis of payment, sponsorship or seniority alone. Conveners shall review each speaker’s background and affiliations before extending an invitation.
- **Disclosure:** Conveners shall inform MCW, and where relevant the audience, of any speaker interest that bears on the subject of the session.
- **Balance and inclusion:** Panels should reflect a range of genders, regions, sectors and viewpoints, including local and community voices. Single-gender panels should be avoided.
- **No payment for speaking slots:** Speakers shall not be charged for, or offered, a speaking slot in return for payment unless MCW has approved a sponsored format and it has been disclosed in advance to MCW.
- **Review by MC:** MCW may review session titles, descriptions and speaker lists, and may request a change or decline a speaker where this Code would otherwise be compromised.

8. Conduct at MCW events

- All attendees, speakers, staff, volunteers and venue personnel shall be treated with courtesy and respect. Harassment, discrimination, intimidation and abusive conduct will not be tolerated.
- Partners shall comply with venue rules, safety instructions and safeguarding requirements, including those relating to minors.
- Partners shall follow MCW’s on-site sustainability practices, including waste segregation and the avoidance of single-use plastics in stalls, sessions and giveaways.
- Photography and recording shall respect individual consent and the event’s media rules.

9. Data, confidentiality and communications

- Attendee and participant data shall be used only for the purpose for which it was shared and in accordance with applicable data-protection law. Lists shall not be harvested, sold or used for unsolicited marketing.
- Information shared in confidence, including unpublished programme plans, jury deliberations and partnership terms, shall not be disclosed.
- Partners shall follow the MCW Communications Manual on the use of the brand. Partners shall not suggest endorsement by MCW, the Government of Maharashtra, MMRDA, BMC, PwC or Project Mumbai beyond what has been agreed in writing.
- Partners shall describe their role in MCW accurately and correct any misstatement promptly.

10. Compliance

MCW may review any matter that appears inconsistent with this Code and will give the partner concerned an opportunity to respond. Where a breach is established, MCW may require a correction, withdraw a session, speaker or recognition, remove branding or end the partnership, depending on the seriousness of the breach. Serious matters will be referred to the Steering Committee, and any member with an interest in the matter will step aside.

11. Acceptance and review

The authorised signatory of each partner shall confirm acceptance of this Code when the partnership is agreed or the session is booked. Following mail shall be sent by each signatory as an acceptance of COC.

Dear Team MCW,

As partners of Mumbai Climate Week (MCW), we confirm that we have read the Code of Conduct and agree to adhere to its guidelines. We also confirm that we do not have any conflict of interest at this time, and should any potential conflict arise in the future, we will promptly notify the MCW team.

Regards,

(Authorised signatory)