

# World Freight Partnership

## WFP Charter & Code of Conduct

### 1 DEFINITIONS

The name of the organisation is WORLD FREIGHT PARTNERSHIP, hereinafter referred to as WFP:

- a) Members – fully paid up members of the group;
- b) Executive – appointed Executive Council consisting of members appointed by the Principals;
- c) AC – Annual Conference;
- d) Principals – founders and owners (Distinct Services (GS) Ltd);
- e) Charter and Code of Conduct – performance rules and behaviour within the WFP, subject to amendment at any time by the Principals.

### 2 AIMS AND OBJECTIVES

The objectives of the WFP are as follows:

- a) To recruit and represent international freight companies which satisfy the criteria determined by the WFP Principals;
- b) To promote and develop business opportunities for the mutual benefit of the WFP members;
- c) To provide clients with efficient and effective services;
- d) To build a comprehensive and global multimodal network represented by actual offices in each city operated by the members.

### 3 MEMBERS COMPLIANCE RULES

- 3.1 The WFP will consist of fully paid up members who satisfy the membership criteria;
- 3.2 Members of the WFP must be privately owned companies, partnerships or corporations, involved in the freight forwarding industry;
- 3.3 No WFP member may be actively associated with any company, group, association or organisation which is deemed by the Executive to be in competition with the members and also operating city by city, unless approved by the Principals;
- 3.4 If any of the Owners, Stockholders, Executives, Management or Staff Members of a WFP member company currently hold (a) similar appointment(s) in or work for, either part time or full time, for another company which is associated with or working within a competing group, such member will be expelled at the discretion of the Principals if they consider it will be a conflict unless they comply with Section 3.10;
- 3.5 Membership entitles each member to exclusive representation of the WFP within a city, location, state or an assigned area in which the member is resident and conducts business;
- 3.6 Members may only represent areas where the office is wholly owned or operated by them;
- 3.7 WFP members may not promote an office in any area where a WFP member already exists;
- 3.8 Upon joining, members must commit to adopting the WFP logo onto their stationery and promotional material, within a reasonable time;
- 3.9 All new members should attend the Annual Conference (AC) within the first year of joining. Failure to do so may result in expulsion;

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- 3.10 Members may not belong to other networks which operate on an exclusive representation basis unless they are already members at the date of joining the WFP.

### **4 FEES**

- 4.1 The Annual fees will be set by the Principals:
- 4.2 Annual Fee - an Annual Membership (or subscription) Fee, will cover one full year from month of payment, which is payable by each member on receipt of the respective invoice, unless otherwise agreed;
- 4.3 Non payment or late payment of the fees will result in an immediate cancellation of the membership, at the discretion of the Principals.

### **5 DISCIPLINARY PROCEDURES**

A WFP member shall cease to be a member of the WFP if:

- a) The member gives notice of resignation in writing to the Principals or
- b) The member is expelled due to non-compliance with this Charter.
- c) The Principals consider that the Member is not able to perform fully all the functions and operations required to satisfy other WFP members, or that they consider that the member has falsely claimed the services which they are unable to perform;
- d) The Principals will advise the member of the decision in writing via mail, facsimile or email of a decision to expel. There will be a 7 day appeal period during which time the member can submit a case for remaining in the group;
- e) On expulsion of a member under these rules, all money paid to the WFP by the expelled member remains the property of WFP.

### **6 ANNUAL CONFERENCE/MEETING**

- 6.1 An Annual Conference of WFP members must be held every year and this meeting is to be called the Annual Conference or Annual Meeting (AC/AM);
- 6.2 The Principals must decide the date and place as well as the duration of the AC;
- 6.3 The purpose of the Annual Conference will be to:
- a. discuss progress within the WFP towards achieving its objectives;
  - b. receive presentations from new members;
  - c. ensure members meet face to face in a structured meeting environment.
- 6.4 Each member must nominate at least one representative of executive level to attend the AC. Failure to attend an AC without a written explanation for reason of urgent necessity is considered an infringement of this WFP Charter and Code of Conduct and thus may be a reason for expulsion from the WFP. Failure to attend two consecutive ACs may result in the automatic expulsion of the member concerned (subject to the discretion of the Principals). Failure to attend the first AC after joining may also result in expulsion;
- 6.5 The conference fee will automatically be invoiced with the membership fee for 1 delegate to attend. Failure to attend will result in the fee being retained by the network and distributed to attending members. The conference fee is non refundable or transferable unless there are exceptional individual circumstances and at the discretion of the principals.
- 6.6 The AC will be chaired by the Principals.

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### **7 LAW**

In case of any legal dispute, the Laws of England will apply.

### **8 CODE OF CONDUCT**

- 8.1 Members are to communicate efficiently and promptly within a maximum of 24 hours, irrespective whether this concerns operations, sales leads, financial matters, management decisions or any other business;
- 8.2 Members agree to exchange only net net charges and rates to other members if and when they are asked to quote on traffic;
- 8.3 Members must mutually agree the rules for breakbulk fees and profit margins among themselves;
- 8.4 Payment terms must not exceed 30 days from the end of the monthly statement;
- 8.5 The Accounts Department from each member must send monthly statements to include the invoice number, invoice date and amount;
- 8.6 Members must offer all new traffic to other members within a period of twelve months upon becoming a member. Members are permitted to continue to handle "routed" traffic destined to, or originating from and generated by WFP members. The Principals may grant exclusions to this rule;
- 8.7 In case of dispute(s) between WFP members, each party must first make an all-out effort to resolve the dispute(s) among themselves. If no mutually acceptable decision can be reached, the WFP member or Applicant member may request assistance from the Executive Council or Principals;
- 8.8 Special instructions as set out in the Master (or house) Bill of Lading, Airway bill or any other written instructions must be followed strictly;
- 8.9 All members must service both air and sea freight, unless otherwise agreed depending on the level of members;
- 8.10 Airfreight charges should be prepaid on the Master Airway bill, unless the airline prints 'collect' charges at a lower mutually agreed rate;
- 8.11 Sea freight/ocean freight charges will always be prepaid wherever possible, unless mutually agreed in writing between the members;
- 8.12 Neither the WFP nor its Principals nor Executive Council can be held responsible in case commercial and/or financial obligations are not met by WFP members;
- 8.13 WFP members should use the name and/or the logo of the WFP on all printed matter/stationery, on all their buildings and vehicles, used by the member for the purpose of their business, or otherwise;
- 8.14 When a company ceases to be a WFP member, the company is no longer entitled to use the name of the WFP and/or the WFP logo and any reference to the WFP thus has to be removed from printed matter/stationery, buildings/vehicles or otherwise. Failing to adhere to this proviso may result in legal proceedings against the company concerned;
- 8.15 Qualified sales leads should, where possible, be provided on a regular basis between members and contain full contact details and details of traffic in writing;

8.16 All members must have professional liability insurance, unless not possible;

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- 8.17 When transferring money between companies, each member should keep their own bank charges;
- 8.18 Members will communicate with each other by one of the managed mail groups to be known as [mail@lists.worldfreightpartnership.co.uk](mailto:mail@lists.worldfreightpartnership.co.uk)
- 8.19 Members will be given a unique password and username, this is confidential to the member and disclosure to a third party will trigger disciplinary procedures (see Section 5);

### 9 EXECUTIVE COUNCIL

An Executive Council will be created among the members and will comprise four owners / Chief Executives of member companies appointed by the Principals of the World Freight Partnership to assist in development of the WFP in an advisory capacity only, plus the Principals. Each member will serve a two year term;

- 9.1 Members can communicate with the Executive Council by email [wfp\\_executive@lists.worldfreightpartnership.co.uk](mailto:wfp_executive@lists.worldfreightpartnership.co.uk)

### 10 PRINCIPALS

The WFP is wholly owned by Distinct Services (GS) Ltd and operates under UK law.