



Internal Rules (2026 Edition)

1. DEFINITION AND PURPOSE

- 1.1.** The EFCI Circle is a networking, intelligence and knowledge-sharing platform established under the umbrella of the European Cleaning and Facility Services (EFCI). It aims to facilitate the exchange of information and expertise within the European cleaning and facility services sector, enabling participants to share insights, foster reflection and anticipate major key industry development as part of a network of key sectoral stakeholders.
- 1.2.** The EFCI CIRCLE is not a governance or representation structure of the EFCI. It contributes to strengthening the sector's collective expertise, but does not confer any political, representational or decision-making rights to its participants.
- 1.3.** The activities of the Circle are proposed and managed by the EFCI's Secretariat and are subject to the supervision and approval by EFCI's Board of Directors.

2. ELIGIBILITY

Participation in the EFCI CIRCLE is open to organisations active in, or contributing to, the industrial cleaning and facility services ecosystem, including but not limited to:

- Providers of industrial cleaning and facility services;
- Companies operating in the wider value chain (including equipment, products, technologies, and support services);
- Training bodies, research institutes, and organisations providing technical or professional expertise;
- Organisations providing health and safety assessment and risk prevention services;
- National cleaning sector associations, provided that the country is already represented within the EFCI membership.

- 2.1.** The EFCI CIRCLE is open to all organisations established in European countries, both EU and non-EU members.

3. APPLICATION AND ADMISSION

- 3.1.** Organisations wishing to participate in the EFCI CIRCLE shall submit an application to the EFCI Secretariat.
- 3.2.** The EFCI Secretariat shall assess applications and may request additional information where necessary.
- 3.3.** Applications shall be submitted to the EFCI Board of Directors for approval.
- 3.4.** Where an applicant is established in a country represented within EFCI, the relevant national members may be informed of the application. The Board may take such views

into consideration where relevant. Such consultation shall not constitute a formal approval requirement.

3.5.The EFCI Board of Directors shall decide on the admission of applicants by simple majority. The Board retains full discretion in approving or rejecting applications.

3.6.The Secretariat shall inform the applicant of the decision of the Board of Directors.

3.7.Upon approval, the Secretariat shall provide the applicant with:

- An Admission Form, and
- The invoice for the applicable participation fee

3.8.Participation becomes effective upon receipt of the signed admission form and payment of the applicable fee.

4. PARTICIPATION FRAMEWORK

4.1.Participation in the EFCI CIRCLE is granted to organisations. Each participating organisation may designate one or more representatives to take part in CIRCLE activities.

4.2.Participants may update their designated representatives at any time by informing the EFCI Secretariat.

4.3.The EFCI Secretariat may limit the number of representatives per organization for specific activities where necessary.

5. PARTICIPATION FEES AND RENEWAL

5.1.Participation in the EFCI CIRCLE is subject to an annual fee, determined by the EFCI Board of Directors

5.2.The EFCI Board of Directors may revise the fee structure.

5.3.Participation in the EFCI CIRCLE is granted on an annual basis, aligned with the calendar year, unless otherwise specified.

5.4.Invoices for the annual participation fee shall be issued in the first quarter of each year, unless the participant has provided written notice of withdrawal in accordance with these Rules.

5.5.Participation may be suspended in case of non-payment within the deadline indicated on the invoice.

5.6.The EFCI Board of Directors may review and revise the fee structure of the EFCI CIRCLE. In case of fee changes, participants will be notified in advance and may withdraw without penalty.

5.7.Where participation begins during the course of a calendar year, the applicable fee may be prorated on a semi-annual basis. Organisations joining in the first half of the year shall pay the full annual fee, while those joining after 30 June shall be charged 50% of the annual fee for the remainder of the year.

6. CONDITIONS OF PARTICIPATION

6.1.Participation in the EFCI CIRCLE provides access to a platform for networking, knowledge-sharing and sector-relevant intelligence at European level.

6.2.Activities may include, among others:

- Participation in online and in-person exchanges and discussion formats
- Sharing of information and best practices among participants
- Access to general intelligence, alerts and sector updates
- Opportunities to suggest topics for discussion within CIRCLE activities

6.3.The format, frequency and content of activities shall be determined by the EFCI Secretariat.

6.4.Participation in the EFCI CIRCLE does not constitute membership of EFCI and does not confer any rights within EFCI. In particular, participation does not grant:

- Voting rights in EFCI bodies
- Participation in governance structures (including committees)
- Involvement in policy-making or decision-making processes
- Access to EFCI internal documents
- Participation in Social Dialogue activities

6.5.Participants may suggest topics for discussion and contribute to CIRCLE activities.

7. CONDUCT, CONFIDENTIALITY AND COMPLIANCE

7.1.Participants shall act in a constructive and professional manner and support the objectives of the EFCI CIRCLE.

7.2.Participants shall treat as confidential any non-public information shared within CIRCLE activities, unless otherwise agreed.

7.3.Participants shall comply with all applicable competition and antitrust laws and shall not exchange commercially sensitive information, including pricing, market allocation or strategic business decisions. EFCI CIRCLE meetings will always include an antitrust reminder.

7.4.Participants shall ensure that their activities and positioning are compatible with the objectives of EFCI and do not undermine the interests, role, or functioning of EFCI or its members.

7.5.Participants shall disclose any situation that may give rise to a conflict of interest in the context of their participation in EFCI circle activities. Where appropriate, participants are expected to act in a transparent manner and may refrain from participating in specific discussions.

8. USE OF NAME AND VISIBILITY

8.1.Participants may refer to their participation in the EFCI CIRCLE in their external communications.

8.2.Participants may display the EFCI CIRCLE name and/or badge in their communications, including on their website, subject to any guidance provided by the EFCI Secretariat.

8.3.The use of EFCI name or logo, independently of the EFCI CIRCLE context, is prohibited unless expressly authorized in writing by the EFCI Secretariat.

8.4.Participation in the EFCI CIRCLE does not imply endorsement by EFCI of the participant or its activities.

8.5. EFCI may use the name, logo, and a short description of participating organisations in connection with EFCI CIRCLE activities, including on its website, participant directories and other communication materials, in accordance with the participant's consent.

9. DATA PROTECTION

9.1. Personal data may be processed by EFCI for the purpose of managing participation in the EFCI CIRCLE, including communication with participants, administration and organisation of activities.

9.2. Additional uses of personal data (including inclusion in directories or communications) shall be subject to the participant's consent.

9.3. Personal data shall be processed in accordance with applicable data protection legislation, including the General Data Protection Regulation (GDPR).

9.4. Photographs or video recordings may be taken during EFCI CIRCLE activities and used in EFCI communication materials, including website, reports, newsletters, and social media. Participants may object to the use of such materials by informing the EFCI secretariat.

10. SUSPENSION, TERMINATION AND WITHDRAWAL

10.1. Participants may withdraw from EFCI CIRCLE at any time by providing written notice to the EFCI Secretariat, at least sixty (60) days before the end of the current participation period.

10.2. Participation in the EFCI CIRCLE may be suspended or terminated by decision of the EFCI Board of Directors, including in cases where a participant:

- No longer meets the eligibility criteria
- Fails to comply with the applicable fee payment conditions
- Acts in a manner inconsistent with the objectives of the EFCI CIRCLE
- Engages in conduct that may harm interests or reputation of EFCI or its members

The participant concerned shall be informed of the proposed decision and may submit observations within fifteen (15) calendar days.

10.3. The Board of Directors shall take these observations into account before taking a final decision. The EFCI secretariat shall inform the participant of the decision of the Board of Directors.

10.4. Participation fees already paid are non-refundable. Any outstanding fees due at the time of withdrawal shall remain payable.

11. FINAL PROVISIONS

11.1. The EFCI Board of Directors retains ultimate authority over the governance of the EFCI CIRCLE

11.2. These rules may be amended by decision of the Board of Directors