

MARINE CASUALTY INVESTIGATION BOARD

CODE OF BUSINESS CONDUCT

GENERAL POLICY:

The Board must conduct its business in a manner which is both impartial and seen to be impartial.

APPLICABILITY:

All Members of the Board and seconded Departmental staff assigned as the Secretariat.

Section 1. Objectives

This Code is intended to:

- a) Establish an agreed set of ethical principles for the conduct of the Board's business
- b) Promote and maintain confidence and trust in the Board, and
- c) Prevent the development or acceptance of unethical practices in the Board.

Section 2. Conflicts of interest

2.1 Disclosure of conflicts of interests by Members of the Board

2.1.1. On appointment to the Board and in compliance with the requirements of the Ethics Acts, each Member will furnish to the Secretary details relating to his / her employment and all other business interests including shareholdings, professional relationships etc., which could involve a conflict of interest or could materially influence the Member in relation to the performance of his / her functions as a Member of the Board.

Any interests of a Member's family of which he / she could reasonably be expected to be aware or of a person or body connected with the Member which could involve a conflict of interest or could materially influence the Member in the performance of his / her functions should also be disclosed. For this purpose persons and bodies connected with a Member should include:

- a) a spouse, parent, brother, sister, child or step-child;
- b) a body corporate with which the Member is associated;

c) a person acting as the trustee of any trust, the beneficiaries of which include the Member or the persons at (a) above or the body corporate at (b) above;

and

d) a person acting as a partner of the Member or of any person or body who, by virtue of (a) - (c) above, is connected with the Member.

2.1.2 Each Member should furnish to the Secretary details of business interests on the lines above of which he / she becomes aware during the course of his / her directorship.

2.1.3 Where it is relevant in any matter which arises, the Member should be required to indicate to the Secretary the employment and any other business interests of all persons connected with him / her, as defined at (I) above.

2.1.4 The Board may exercise discretion regarding the disclosure by Members of minor shareholdings. As a general guideline, shareholdings valued at more than €15,000 or of more than 5 per cent of the issued capital of a company should be disclosed.

2.1.5 If a Member has a doubt as to whether this Code requires the disclosure of an interest of his / her own or of a connected person, that Member should consult the Secretary.

2.1.6 Details of the above interests shall be kept by the Secretary in a special confidential register and should be updated on an annual basis. Changes in the interim should be notified to the Secretary as soon as possible. Only the Chairperson and Secretary Executive shall have access to the register.

2.1.7 Should a matter relating to the interests of the Chairperson arise, he / she should depute another Board Member to chair the Board meeting and should absent himself / herself when the Board is deliberating or deciding on a matter in which the Chairperson, or a person or body connected with the Chairperson, has an interest.

2.1.8 Board documents on any case which relate to any dealings with the above interests should not be made available to the Member concerned prior to a decision being taken. (Such documents should be taken to include those relating to cases

involving competitors to the above interests). Decisions once taken should be notified to the Member.

2.1.9 As it is recognised that the interests of a Member and persons connected with him / her can change at short notice, a Member should, in cases where he/ she receives documents relating to his / her interests or of those connected with him / her, return the documents to the Secretary at the earliest opportunity.

2.1.10 A Member should absent himself / herself when the Board is deliberating or deciding on matters in which he / she (other than in his / her capacity as a Member of the Board) or a person or body connected with him / her has an interest. In such cases a separate record (to which the Member would not have access) should be maintained.

2.1.11 Where a question arises as to whether or not a case relates to the interests of a Board Member or a person or body connected with that Member, the Chairperson of the Board should determine the question.

2.1.12 Serving and former Board Members should respect the confidentiality of sensitive information received while acting in that capacity. This includes commercially sensitive information, personal information, and information received in confidence by the Board.

2.2 Avoidance of conflicts of interest by staff assigned to the Board

2.2.1 Staff assigned to the Board should not involve themselves in outside employment or business interests which are in conflict, or in potential conflict, with the business of the Board, or would prevent them from carrying out their duties

2.2.2 Where a question arises as to whether or not a case involved a conflict of interest for staff assigned to the Board, the matter should be brought to the attention of the Secretary. Where it is appropriate and warranted, the Chairman shall determine the question and his / her decision shall be final.

2.2.3 Staff assigned to the Board must declare in writing to the Secretary - who maintains a confidential record - any personal or family interest or possible conflict of interest that might affect their impartiality in carrying out their duties immediately if such exists or as soon as it occurs.

Section 3. Gifts and entertainment

3.1 Staff assigned to the Board must not accept or give gifts, hospitality, preferential treatment, or any other benefits or favours which might affect or appear to affect the ability of the donor or the recipient to perform their duties in an independent and impartial manner.

3.2 Some suppliers, consultancies / service providers and contractors may send unsolicited gifts to named staff assigned to the Boards with whom they have contact. In such cases staff assigned to the Boards may accept gifts of small value (less than €100) of this nature provided:

- a) The gift is unsolicited,
- b) The donor is not involved in the work of the Board, and
- c) Not more than one such gift may be accepted in a year from any one contractor / supplier of goods / services.

3.3 Details of all gifts received by staff assigned to the Board must be notified to the Secretary.

3.4 Entertainment of Board member or of staff assigned to the Board by external service suppliers is not permissible under any circumstances. Such offers should be tactfully refused, and this policy quoted. Entertainment is defined as meals, residential stays, tickets for a sports or other public entertainment event, or any other benefit in kind which a Member or staff assigned to the Board is offered. Under no circumstances may cash or cash vouchers be accepted by any Board Member or staff assigned to the Board.

Section 4. Prohibition on solicitation of gifts

4.1 Under no circumstances may any Member or staff assigned to the Board, acting in a professional or personal capacity, solicit or request a gift, donation or support from suppliers of goods or services to the Board.

Section 5. Giving of gifts by the Board

5.1 The Board shall not give gifts at public expense. Where the question of giving a gift to persons or organisations connected with the Board arises, this shall be at the personal expense of the Board or staff assigned to the Boards. Gifts of this nature must be token and should not normally exceed €50 in value.

Section 6. Business conduct

6.1 The Board is committed to operating in an ethical manner.

6.2 Board Members and staff assigned to the Boards should not use the Board's resources or time for personal gain, for the benefit of persons or organisations unconnected with the Board or its activities, or for the benefit of competitors.

6.3 Board Members should use their reasonable endeavours to attend all Board meetings

Section 7. Tendering and purchasing procedures

7.1 The purchasing activities of the Board will be conducted in accordance with best business practice and the requirements of national and EU tendering policies.

7.2 Tendering and purchasing procedures must be strictly adhered to. Tendering and Award/Contract procedures are compatible with and complement EU Public Procurement Directives as well as other relevant international trade control mechanisms.

7.3 The Tendering and Purchasing/Award Procedures are designed to provide an objective framework to assess the services/products and value-for-money of suppliers, and to provide the organisation with goods and services at competitive prices.

7.4 Tendering procedures and approval levels must be seen as the backdrop to this Code of Business Conduct.

Section 8. Information

8.1 The Board will provide access to general information relating to its activities, in a way that is open and enhances its accountability to the general public.

8.2 Members of the Board and staff assigned to the Board must respect the confidentiality of sensitive information held by the Board. This includes:

- a) commercially sensitive information,
- b) personal information; and
- c) information received in confidence by the Board.

8.3 There must be appropriate prior consultation with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.

8.4 The Board must comply with the requirements of the Freedom of Information Acts and the Data Protection Act.

Section 9. Loyalty

9.1 Members of the Board and staff assigned to the Board must be loyal to the Board and fully committed in all its statutory activities, and to conform to the highest standards of business ethics.

Section 10. Obligations

10.1 The Board is obliged to:

- a) fulfil its regulatory and statutory obligations
- b) ensure the effective operation of controls to prevent fraud,
- c) ensure that its accounts and reports accurately reflect its performance and are not misleading nor designed to be misleading

Section 11. General observance of the spirit of the Code

11.1 All Members of the Board and staff assigned to the Board are required to bear these principles in mind in the conduct of their duties.

11.2 It is not possible for this Code to provide for all situations which may arise. Members of the Board and staff assigned to the Board will bear in mind, therefore, that it is primarily their responsibility to ensure that all of their activities, whether

covered specifically or otherwise in this document, are governed by the ethical principles described here.

11.3 A copy of this Code of Business Conduct will be circulated to all current Members of the Board and staff assigned to the Board and to all new Board Members and staff on their appointment.

11.4 Board Members and staff assigned to the Board will acknowledge to the Secretary they have received and understood the requirements of this Code.

11.5 This Code replaces all earlier similar Codes,

11.6 This Code will be published on the Board's website.

As adopted by the Board

10th October 2011