

IMCA

Secretariat Code of Practice 2018



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1 IMCA's Values

IMCA, the leading trade association in the offshore marine contracting industry, will always work:

- In the collective best interests of our Members
- With integrity
- With respect for safety and the marine environment in which our Members work
- Efficiently, and in a way that offers good value to our Members.

We are committed to upholding our values and the principles set out in this Code of Practice, and we encourage our Members and stakeholders to do the same.

2 Principles of Conduct

- We will seek to provide our services honestly, honourably, in a fair manner and in accordance with high professional standards.
- We will undertake to promote co-operation within the marine contracting sector of the offshore industry, and between Members, customers and other stakeholders. In doing this, we will seek to identify and apply good practice.
- We commit to improving the performance and reputation of the marine contracting sector of industry and will respect the reputation of the other organisations with which we liaise.
- We will endeavour to maintain and improve the quality of our work through constant review of our aims, activities and outcomes, and the cost-effectiveness of every activity.

3 Integrity

- We are committed to promoting and maintaining high standards of integrity and ethics within the industry sector(s) we represent and in all our dealings with potential, current and past Members as well as other stakeholders.

- The Association, its meetings, committees, and secretariat will comply with all applicable competition, antitrust and similar laws, including those of the United States of America, the European Union, the United Kingdom and other countries in which the Association is active. We will strictly adhere to our Competition Law Compliance Policy in all dealings with our Members.
- We recognise that our member companies may be in direct competition. We will strive to avoid showing any preference towards any member company over another and endeavour to maintain an independent position in our dealings with them.
- We will work according to good standards of corporate governance as reflected in our Articles of Association, Bye-laws and Governance Handbooks.
- We will never offer any improper inducement, including direct and indirect payments, offers of employment or inappropriate gifts or hospitality, to any person, including any holder of public office, in an attempt to influence any decision-making process which may affect our organisation or the sector(s) we represent in any way.

4 Safety

- We will promote high standards of safety within the industry sector(s) we represent, and we are dedicated to promoting the sharing of experience and information among Members to reduce incidents and promote safe working practices.

5 Transparency, Openness and Conflicts of Interest

- When we act, speak and write on behalf of our Members, we are clear and open about our identity and the industry sector that we represent.
- We will endeavour to represent the collective best interests of our Members. Where there is diverging opinion within the membership, we will seek to present a balanced case respecting the different interests involved.
- Where appropriate we will work with non-members and other associations in allied sectors on matters of joint concern.

- We will use reasonable endeavours to ensure the truth and accuracy of any statements made or information provided to any third party, in order to never knowingly make false or misleading statements.

6 Confidentiality

- We will always try to maintain commercial confidentiality, and protect all personal information received in the course of providing our services.
- We shall take reasonable endeavours to safeguard the confidences of all Members (past and present) and shall not disclose these confidences unless the Member has released such information for public use or has given permission for disclosure.

7 Fair Treatment of Stakeholders

- We will treat our employees, Members, suppliers and others fairly and with respect.
- We will strive to conduct our duties without discrimination on the grounds of gender, race, religion, disability or any other characteristic protected by applicable law.

Allen Leatt

Chief Executive

February 2018