

## Code of Conduct

### Introduction

Professionals within the securities and investment industry owe important duties to their clients, the market, the industry and society at large. Where these duties are set out in law, or in regulation, the professional must always comply with the requirements in an open and transparent manner.

Professionals within the Securities and Investments industry are expected to meet the standards set out in the principles below. These Principles impose an obligation to act in a way beyond mere compliance and to support the underlying values.

Material breach of the Code of Conduct would be incompatible with professional standards and ethics promoted by the Hawkamah Institute of Corporate Governance and Securities & Investment Institute (SII). Professionals who find themselves in a position which might require them to act in a manner contrary to the Principles are encouraged to:

1. Discuss their concerns with their line manager
2. Seek advice from their internal compliance department
3. Approach their firm's non-executive directors or audit committee
4. If unable to resolve their concerns and, having exhausted all internal avenues, contact the Securities & Investment Institute for advice (email: [principles@sii.org.uk](mailto:principles@sii.org.uk))

### The Principles

1. To act honestly and fairly at all times when dealing with clients, customers and counterparties and to be a good steward of their interests, taking into account the nature of the business relationship with each of them, the nature of the service to be provided to them and the individual mandates given by them.
2. To act with integrity in fulfilling the responsibilities of your appointment and seek to avoid any acts, omissions or business practices which damage the reputation of your organisation or which are deceitful, oppressive or improper and to promote high standards of conduct throughout your organisation.
3. To observe applicable law, regulations and professional conduct standards when carrying out financial service activities and to interpret and apply them to the best of your ability, according to principles rooted in trust, honesty and integrity.
4. When executing transactions or engaging in any form of market dealings, to observe the standards of market integrity, good practice and conduct required by, or expected of, participants in that market.
5. To manage fairly and effectively, and to the best of your ability, any relevant conflict of interest, including making any disclosure of its existence where disclosure is required by law or regulation or by your employing organisation.\*
6. To attain and actively maintain a level of professional competence appropriate to your responsibilities and to commit to continuing learning and the development of others.
7. To strive to uphold the highest personal standards, including rejecting short-term profits which may jeopardise your reputation and that of your employer, the Institute and the industry.

\* On some occasions, if there is a conflict of interest, Professionals and Practitioners may wish to decline to act.

### Disclaimer

Signatories to the SII and Hawkamah Code of Conduct shall indemnify and hold Hawkamah, the Securities & Investment Institute or their affiliates harmless against any claims or damages suffered or incurred by the signatories or any third party based upon, arising from or due to any representation or statements made on this website or as result of signing this Code of Conduct. The signatories, whether individuals or corporations, hereby permit Hawkamah to publish their names on this website; Hawkamah shall not be held liable for any damages or claims incurred. Listing of signatories on the Code of Conduct Register does not in any way imply approval, endorsement, warranty, certification or recommendation or engage responsibility by Hawkamah. Hawkamah encourages both individuals and corporations to sign and abide by the voluntary code of conduct. Hawkamah disclaims any responsibility associated with any noncompliance with the voluntary code of conduct by the signatories.

Please complete the information below and email: [info@hawkamah.org](mailto:info@hawkamah.org) or fax to: +971 4 362 2552 or post to Hawkamah, Level 14, The Gate Building, DIFC, P.O Box 74777

**I have read the SII and Hawkamah Code of Conduct and agree to comply with the terms and conditions**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_