

# **Association of Diving Contractors UK & Ireland CODE OF CONDUCT**

## **INTRODUCTION**

Adopting a code of conduct, which includes business ethics, is a means of expanding the way our member companies and association operates. This code will call to action issues including, corporate social responsibility, and corporate governance.

By adopting this code, ADC aims to instil wider values into the diving industry for, benefit of everyone associated with the industry.

The intention of this code is to provide, guidance and increase awareness of, behaviour, the wider industry can expect of ADC member companies.

## **ADOPTION OF THE CODE OF CONDUCT**

The purpose of the Code is to promote and maintain high standards to enhance the positive reputation, of ADC and, member companies.

It is the intent of this Code to provide principles for, conduct of ADC members, which will promote and nurture respect for integrity, expertise, reliability and assure high standards when dealing with members of the Association.

A condition of ADC Membership is that all members will comply with this Code by agreeing with these principles. Members will not knowingly misrepresent facts or mislead, customers, employees or suppliers in reference to any aspects of the goods and services they provide. Members agree to only market those products and services that conform to, specific industry standards relevant to the industry.

***Enforcement of this Code of Conduct is through regular meetings of the ADC Board of Directors. Any member who wilfully breaches this Code may be subject to expulsion from the Association.***

## **THE ADC CODE OF CONDUCT**

ADC members have agreed to comply with the, ADC Code of Conduct. In complying with this Code, the ADC expects, that, members will:

- Pledge honesty and reliability in all business transactions
- Maintain the highest standards of, safety equipment and reliability
- Encourage the exchange of information between members on practical, technical and safety matters
- Co-operate with regulatory authorities relevant to the industry
- Promote best practice in skills and training

### **Operations**

Member companies are expected to maintain the highest standards of business, professional and personal conduct in their day-to-day operations.

### **Laws**

Members must be aware of and comply with all laws relevant to the industry and in particular DWR 1997, and the appropriate Approved Codes of Practice and Irish regulations when diving in Ireland.

### **Dealings with customers**

Members are required to demonstrate honesty and transparency in pricing, constructing contracts and in preparing invoices.

### **Dealing with other members**

Other, members are entitled to be dealt with in an open and professional manner, particularly, in the payment of debts owed.

### **Personnel**

Member companies are expected to uphold, human rights of their workers and treat them with dignity and respect. Open communication between workers and management will be made possible without fear of reprisals. Members will conform with the modern slavery act 2016.

### **Non-discrimination**

Members should be committed to ensuring that their workforce is free from harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation or marital status.

### **Wages and benefits**

Members will be aware of and comply with the relevant local employment, remuneration and industrial relations laws.

### **Health and Safety**

The maintenance of high safety standards is imperative to minimise harm to people in the diving industry. The industry is integrally safe, and it is up to members to promote and foster, safety issues, which form a major part of the good will that ensures, this industry is progressive and viable.

*Members have a duty to advise the ADC and legislative bodies of any unsafe diving activities being conducted within the diving industry.*

### **Occupational health and safety**

Members are to be aware of and comply with all laws and regulations governing occupational health and safety in the workplace.

### **Employees and sub-contractors**

Members are responsible for the conduct and performance of all personnel employed or sub-contracted by their company. All relevant personnel must be suitably qualified and competent to ensure, correct and safe operation of all diving equipment. They will provide accurate information for the safe, use and correct application of such equipment to other potential users.

### **Compliance**

Members are to ensure that diving equipment complies with all, relevant UK and EU member states standards, and to provide correct safety measures for, protection of employees.

### **Training**

Members are to ensure that all personnel using diving equipment are properly trained in their specific safe use.

### **Response to safety issues**

Members are to deal promptly with enquiries relating to safety of equipment and must take effective action where appropriate including, notification to the ADC of such issues that may affect members, or the general public. Members are to follow and comply with all related instructions, guidance notes or advice issued by the ADC from time to time.

### **The Environment**

Members will comply with all applicable environmental laws. Members are also expected to be proactive, and contribute to creating a sustainable, environment.

### **Business Ethics**

Members are required to uphold the highest standards of business ethics including but not limited to: **Business integrity** and **Maintenance of privacy**.

### **Competition Law**

Members will ensure they are operating in strict compliance with competition law. Agendas and Meetings should be reviewed for compliance with competition law. All participants have the right to question any topic or, discussion that might violate competition law.

The following guidelines should be adhered to by all members during any meetings:

- 1) Do not discuss current or future prices
- 2) Do not discuss what is a fair profit level
- 3) Do not discuss an increase or decrease in price
- 4) Do not discuss standardising or stabilising prices
- 5) Do not discuss pricing procedures
- 6) Do not discuss cash discounts, credit terms and controlling sales
- 7) Do not complain to a competitor that its prices constitute unfair trade practice

ADC Management  
Updated October 2020