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## ***EOSCA Code of Conduct for Committee Members and Representatives***

### General conditions

This Code of Conduct is intended as a guideline for Members of EOSCA, acting in an official capacity as an elected Member of the Committee, or in any capacity as a Representative of the Association. In this code of conduct, "EOSCA Member" means any person representing a fully subscribed Member or Associate Member Company of EOSCA.

Observance of the Code of Conduct is the responsibility of every EOSCA Member acting on behalf of EOSCA. If an EOSCA Member is in doubt over what is required in any situation, then advice should be sought from an EOSCA Executive or Committee Member.

EOSCA Members should be aware that the Association participates in meetings and may conduct representative discussions with Regulators and other Government Departments and bodies for the benefit of all EOSCA Member Companies. Matters of general concern to EOSCA Member Companies can be referred to the Committee for discussion with the Regulators and other bodies. However, EOSCA is not responsible for providing legal opinion relating to specific issues, although it may seek professional guidance where necessary.

EOSCA Member Companies and their representatives are at liberty to make their own approaches to Regulators and other Government Departments, but must make it clear at the outset that they are doing so in a Company capacity and not on behalf of EOSCA.

### Code of Conduct

EOSCA Members who are elected to the Committee of the Association, or who are requested by the EOSCA Executive or Committee to attend a meeting as a representative of EOSCA, should have regard to the following:

1. EOSCA Members should not seek to link the name of their Company with comments attributed on behalf of EOSCA. Only duly authorised Members of the EOSCA Committee, or those acting as a representative of EOSCA at the request of the Committee, may make statements on behalf of EOSCA.
2. Members of EOSCA who attend meetings with Regulators, Government Departments or other bodies, or participate in other industry fora as a representative of EOSCA, should ensure that any views or opinions expressed as representing the position of EOSCA on any matter, have been fully endorsed by the EOSCA Committee. If there is any doubt regarding the official position of EOSCA on any matter, the representative should defer from making a statement until such time that an official position can be confirmed.
3. Wherever possible an official EOSCA position statement will be available in written form, on official headed paper, signed by the Executive Secretary of EOSCA. In situations where an EOSCA position, as presented by a representative of EOSCA, will be referenced in the Minutes of a meeting, the written statement should be provided at the meeting or forwarded

to the appropriate official as soon as practically possible to ensure that the position of the Association can be properly recorded.

4. EOSCA Members acting as a representative of EOSCA in any situation should always act in the best interests of EOSCA. In situations where a conflict of interest may arise between EOSCA and the Member Company concerned, the representative should make the conflict of interest known to the EOSCA Committee, who will review the matter and take appropriate action.

EOSCA Members who attend meetings with Regulators, Government Departments or other bodies, or participate in other industry fora as a representative of EOSCA, should send a short summary report of the meeting to the EOSCA Executive, listing the main items of discussion and any outcome or actions minuted that are directly relevant to EOSCA. Representatives may be asked to make a short presentation based on their report at the next EOSCA Members Meeting.

Nik Robinson

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