



CONFLICT OF INTEREST

Anchor Marine Services respects the privacy of its associates, contacts, employees, contractors and clients. However, nothing done by any party should conflict with the responsibility of any entity to AMS or compromise, or have the appearance of compromising the quality of work performance, commitment to work or the ability to make impartial business decisions.

A conflict of interest arises when a party in a decision making position participates in an activity or acquires another interest or loyalty that does or appears to jeopardise, his or her judgement, objectivity or independence.

Conflicts of interest may arise from:

- Holding outside jobs or affiliations.
- Jobs or affiliations of close relatives.
- Investments.
- Offering or acceptance of gifts or hospitality.
- Pursuing AMS business opportunities for personal gain.

Anything that will cause a conflict of interest should be avoided where possible. Where this is not possible it is the persons responsibility to notify AMS, at which time a decision can be made if you should be excused from a decision making process.

At all Times:

- Conduct all business relationships in a professional, impartial and competitive manner.
- Avoid business dealings and personal relationships that cause, or appear to cause a conflict of interest.
- Advise AMS in writing of any issue that may cause a conflict of interest.
- Obtain approval before accepting a position in another company that may cause a Conflict of interest.
- Exercise good judgement in accepting gifts or hospitality.
- Excuse yourself from any decision making process where your objective decision making ability may be questioned.

Do Not:

- Hold positions in organisations that have business dealings with AMS, if you are in a position that may influence transactions or if a relationship creates an actual, perceived, or potential conflict of interest.
- Hire, promote, or supervise a direct relative, unless specifically authorised.
- Offer any gift or hospitality, or accept any, from any entity involved in a bid or tender with AMS.
- Misuse AMS resources, or your position with AMS to promote or assist in an external activity.
- Pursue or undertake in any opportunity that AMS could have an interest in that are identified through your position at AMS, or use AMS property or information for such a pursuit.