

The Serbian Actuaries Association
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Code of Conduct of the Serbian Actuaries Association
(Principles of Professional Conduct)

The Code of Conduct of the Serbian Actuaries Association was adopted by the Assembly of the Association at its session of 15 February 2008

CODE OF CONDUCT
Of the Serbian Actuaries Association
(PRINCIPLES OF PROFESSIONAL CONDUCT)

1. GENERAL PROVISIONS

- 1.1. The Serbian Actuaries Association confirms the Principles of professional conduct of actuaries (hereinafter the Code) defining the behaviour of actuaries in performing their professional activities, to be in accordance with the rules of the actuarial profession and provisions of the law.
- 1.2. Members of the Association shall be obliged to perform their professional services in accordance with the provisions of the Code.
- 1.3. The Code of Conduct and other records cannot include all professional standards of behaviour. A member of the Association shall act in a conscientious manner and in accordance with the highest professional standards of behaviour. This includes all situations that are not defined by the Code.

2. STANDARDS OF PROFESSIONAL BEHAVIOUR

- 2.1. A member of the Association shall perform his professional activities in a manner which will uphold the reputation and dignity of the actuarial profession.
- 2.2. A member of the Association shall perform his professional services with integrity, skill and care.
- 2.3. Any actuary, as a member of the Association, shall perform professional services in a manner not to jeopardise his own reputation, the reputation of the Association and basic principles of the actuarial profession.
- 2.4. Any actuary shall perform services of the actuarial profession independently, with skill and in an unbiased manner, respecting the law and professional standards.
- 2.5. An actuary shall perform professional services only if the actuary is competent and appropriately experienced to do so.
- 2.6. A member of the Association shall act in a manner to fulfill the profession's responsibility to the public.
- 2.7. An actuary must treat client information with confidentiality except in the cases provided by the law.
- 2.8. Any actuary shall be responsible for the damage caused by his poor done job.
- 2.9. In case when an actuary cannot perform a job in a professional manner, due to, for example, insufficiency of data, lack of time and resources, and the like, he should refuse to accept the job or state the reasons for the limitations to be necessarily included.
- 2.10. Any actuary must follow the scientific and practical developments in the field of actuarial profession.
- 2.11. Members of the board of directors and managers are expected to take into consideration the actuarial opinion in matter for which the actuarial opinion is relevant. Any actuary shall be obliged to give his professional opinion for these

matters only if he was informed in due time and if he gave his consent to work on the subject, defining the deadline for presenting the actuarial opinion.

- 2.12. Professional commitment of any actuary is personal.
- 2.13. Serving his clients or employers any actuary shall perform his services in a professional and responsible manner, showing due respect.
- 2.14. An actuary shall co-operate with others serving the actuary's client or employer.
- 2.15. Any actuary shall not be permitted to make use of the means of unfair competition regarding prices and quality of services.
- 2.16. An actuary shall not engage in any advertising or business solicitation with respect to actuarial services that the actuary knows or should know is false or misleading.
- 2.17. In accordance with the professional ethic, when any actuary is asked to take on professional services previously provided by another actuary he shall consult with the previous provider of the professional service to ensure that there are no professional reasons to decline taking on this new responsibility..
- 2.18. Any actuary shall not be permitted to compose and disclose the findings and opinion that do not correspond to the client's documentation.
- 2.19. An actuary shall not disclose to another party (unless authorized by the client or required by the discipline process of the member's Association, but subject to legal requirements) confidential information (that is, client information that is not in the public domain and of which the actuary becomes aware as a result of providing actuarial services).
- 2.20. Any actuary must not offer or accept a bribe.

3. STANDARDS FOR ACTUARIAL FINDINGS

- 3.1. Actuarial opinions and findings presented in written forms should include sufficient information, relevant facts and results.
- 3.2. An actuary shall, in communicating professional findings, show clearly that the actuary takes responsibility for them.
An actuary shall indicate the extent to which the actuary or other sources are available to provide the client or employer with supplementary information and explanation about scope, methods and data.
- 3.3. An actuary is responsible for ensuring that the actuary's work conforms to applicable practice standards in the actuary's work.
- 3.4. An actuarial opinion should also include the following data:
 - name of the client
 - name and qualifications of the actuary
 - name of the employer
 - capacity in what the actuary serves
- 3.5. Any actuary shall closely examine the accurateness of the available data and state, if necessary, the reasons for not being able to use some data, for example, in case he suspects that they are not true.
- 3.6. An actuary must take into account any relevant practice-related guidance issued or endorsed by the actuary's Association that is binding on the actuary, and may take into account any non-binding practice-related information that is so issued or endorsed.

3.7. Any actuary must not come under the influence of the client if it is opposite to the rules of the actuarial profession, law and Code, and must know the current requirements of the applicable Code.

4. THE PROCEDURE IN THE CASE OF CONFLICT OF INTERESTS

4.1. Any actuary must refuse to give the actuarial opinion concerning the quarterly or annual account if he is employed with the client or is a member of the management.

4.2. The actuarial opinion must not come under anyone's interests. Any actuary shall work in the interest of his client, taking account of his client's professional commitments to the third parties.

4.3. An actuary shall not perform professional services involving the actuary in an actual or potential conflict of interest, unless the actuary's ability to act fairly is unimpaired and there has been full disclosure to all principals of the actual or potential conflict.

4.4. If any actuary is in a dilemma he cannot resolve himself in performing his professional services he shall ask for an opinion from the corresponding section of the Association of Actuaries, and the Association shall be obliged to provide members of the Association with the opinion required.

4.5. An actuary shall disclose to the actuary's client sources of material compensation or income from any other source that are related to any service on behalf of a client as soon as such source is identified.

5. RESPONSIBILITY OF THE ACTUARY

5.1. Responsibility of any actuary serves to protect the reputation of the actuarial profession and personal authority and renown of the actuary

5.2. Actuarial reports, opinions, finding, etc., must be in accordance with the law and principles of the profession.

5.3. Any actuary shall be obliged to point to the irregularities he has found in business operations and give instructions to the management with the purpose of overcoming such irregularities.

5.4. If the actuary shifts some jobs to his associates, he shall be fully responsible for their work, which he should keep under his control.

6. VIOLATIONS OF THE CODE OF CONDUCT AND PENALTIES

6.1. An actuary shall be subject to the disciplinary procedures prescribed in the Rules and, subject to the right of appeal within those rules, shall accept any judgment passed, or the decision of any appeal procedure.

6.2. In case any actuary has performed his professional services opposite to the provisions of the Code the following penalties shall be meted out:

- internal oral reminder,
- internal reminder in writing,
- Public reminder and suspension of membership in the Association for a two-year period.
- Expulsion from the Serbian Actuaries Association.

7. CODE IMPLEMENTATION AND ITS OBSERVATION

7.1. The Assembly of the Association and the Supervisory Board shall be entitled to observe the implementation of the Code provisions.