

PORT OF ROTTERDAM AUTHORITY CORPORATE CODE OF CONDUCT

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Table of Contents

CONTENTS	3
INTRODUCTION	5
Section 1	
GENERAL STIPULATIONS	5
1.1 Role of the Port Authority in its environment	5
1.2 Legislation and regulations	5
1.3 Corporate Governance	5
Section 2	
DESIRABLE AND UNDESIRABLE BEHAVIOUR	6
2.1 Psychosocial workload: Sexual harassment, aggression and violence, bullying and pressure of work	6
2.2 Discrimination	6
2.3 Alcohol, drugs, medication and smoking	7
2.4 Presentability	8
2.5 Visitors	8
Section 3	
INTEGRITY	10
3.1 Business partners	10
3.2 Giving and receiving of business gifts	10
3.3 Relationships at work	10
3.4 Business property and intellectual property	11
3.5 Rules for and checking of the use of telephone, e-mail and the Internet	12
3.6 Confidential information	13
3.7 Confidentiality	14
3.8 Personal investments	14
3.9 Ancillary activities	14
3.10 Dealing with the press	14
Section 4	
COMPLIANCE WITH THE CORPORATE CODE OF CONDUCT	15
4.1 Whistleblower	15
4.2 Confidential adviser	15
4.3 Complaints Committee	15
4.4 Disciplinary measures	15
4.5 Scope of the Corporate Code of Conduct	16
APPENDICES	17
Appendix 1: Regulations of the Integrity and Undesirable Behaviour Complaints Committee	18
Appendix 2: Whistleblower Regulations	22
Appendix 3: Regulations of the Provision of Information Review Committee	25
Appendix 4: Company Regulations regarding Ancillary Activities	28

Introduction

The Port of Rotterdam Authority Corporate Code of Conduct is a set of values and standards. With the code we show who we are, what we stand for and what we consider to be important in business and social life. Both internally and externally!

The Corporate Code of Conduct is split into the following themes: desirable behaviour, undesirable behaviour and integrity. The code contains guidelines which provide clarity with regard to what is and what is not permitted. When a decision needs to be made with regard to a matter which concerns behaviour or integrity, the Corporate Code of Conduct provides a reference point. The values and standards help with assessing whether a particular type of behaviour is desirable and whether or not it is ethical. Of course the current relevant legislation and regulations are applicable to the employees of the Port Authority.

The Executive Board and the Works Council of the Port Authority consider it important that all internal and external employees understand and comply with the Corporate Code of Conduct. This helps them to take their responsibility in the realisation of the company objectives.

Managers must facilitate the keeping alive of the code and the compliance therewith. Managers must set an example as regards (the compliance with) desirable and ethical behaviour. They discuss with their employees what type of behaviour they expect. Managers must also call their employees to account if they suspect or witness undesirable or unethical behaviour.

This Corporate Code of Conduct is applicable to everyone who works at the Port Authority. This applies to management and staff and, for example, to agency employees, trainees, volunteers, personnel on secondment or other hired-in personnel. All are obliged to act in accordance with this Corporate Code of Conduct. In this Corporate Code of Conduct this group of persons is referred to as 'employees'.

Section 1

General stipulations

1.1 ROLE OF THE PORT AUTHORITY IN ITS ENVIRONMENT

The Port of Rotterdam Authority (Port Authority) is a leader, a scout of the future of the Rotterdam port. A director which achieves its objectives in an inspired and professional manner in a national and international environment. A self-confident service provider whose ambition and that of its stakeholders is the success of the Rotterdam port. The Port Authority wishes to be involved in decision-making and exercise influence at top level in order to develop a world-class European port in partnership.

In this the Port Authority and its employees observe the following core values:

- Reliable – agreed is agreed, act in accordance with legislation and regulations and this Corporate Code of Conduct
- Entrepreneurial – act proactively and in a businesslike manner in accordance with the course and vision as determined
- Client focused – act in the interests of the port and the client
- Due care – handle interests and resources ethically and responsibly
- Sustainability – work in a future-oriented manner on *the* world-class European port

1.2 LEGISLATION AND REGULATIONS

In the performance of their duties the Port Authority and its employees observe the legislation and regulations which apply to them. In this the Port Authority attaches a great deal of importance to the Equal Treatment Act and the Personal Data Protection Act.

1.3 CORPORATE GOVERNANCE

The management structure of the Port Authority is set out in the Port Authority's articles of association. The 'Executive Board Regulations' contain the agreements with regard to the responsibilities, composition, expertise and independence of the Executive Board and the division of tasks within the Executive Board. In addition the 'Non-Executive Board Regulations' contain the agreements with regard to the responsibilities, composition, expertise and independence of the Non-Executive Board.

The Port Authority endorses the basic principles of the Dutch Corporate Governance Code (Tabaksblat Code). Policy is – if applicable and where possible – developed and implemented in accordance with this Code. The 'Apply or explain' regulations (which can be found on the Intranet) state to what extent the Port Authority observes the principles and best practice provisions of the Dutch Corporate Governance Code and in which documents this is safeguarded.

Employees or their partners may – in connection with a possible dependence – not have any direct or substantial interests (such as for example shares, orders to third parties, etc.) in organisations which collaborate with the Port Authority, do or wish to do business with the Port Authority, unless the employee has received written permission from the Chief Executive Officer or the Non-Executive Board. It is important that the employees of the Authority retain an independent position. In case of doubt as to whether this is the case the employee must consult the Direct Report.

Section 2

Desirable and undesirable behaviour

The employees of the Port Authority operate in a reliable, respectful and ethical manner and with due care towards colleagues, job applicants, hired-in personnel, customers, suppliers and clients.

The employees of the Port Authority comply with this Corporate Code of Conduct so that a safe and healthy working environment is created and the Port Authority's reputation is not harmed. In the case of sexual harassment, aggression and violence or bullying by an external party towards an employee of the Port Authority appropriate measures will be taken in joint consultation.

If in this Corporate Code of Conduct reference is made to working hours, this shall be understood to mean the times during which work must be carried out and the times during which employees must be available in case work must be carried out.

2.1 PSYCHOSOCIAL WORKLOAD: SEXUAL HARASSMENT, AGGRESSION AND VIOLENCE, BULLYING AND PRESSURE OF WORK

Sexual harassment, aggression and violence, bullying and excessive pressure of work are forms of psychosocial workload which are not acceptable under any circumstances within the Port Authority.

Sexual harassment is understood to mean any form of verbal, non-verbal or physical behaviour with sexual connotations (such as undue intimacy, sexually suggestive remarks, e-mails or text messages and/or sexually suggestive looks) which has the intention or result that the dignity of a person is affected, in particular when a threatening, hostile, insulting, humiliating or offensive situation is created (Art. 1a, paragraph 3 of the Equal Treatment Act; Art. 7:646, paragraph 8 of the Dutch Civil Code).

Aggression and violence are understood to mean incidents whereby an employee is mentally or physically harassed, threatened or assaulted under circumstances which are directly related to work. In the case of aggression and violence it concerns verbal or non-verbal abuse (swearing, insulting) or physical violence (kicking, hitting, threatening with a weapon and/or being robbed). It can also concern mental violence: threats, intimidation, putting under pressure, threatening the home situation and the damaging of property as a result of which someone feels unsafe.

In order to prevent aggression and violence the use or possession of (fire)arms is forbidden within the (work) locations of the Port Authority and in the performance of duties in the name of the Port Authority.

The '**Company Response Team' Guideline**' shows how the persons involved must act following a serious incident (with possible (emotional) damage to employees as a result) at work. The Company Response Team is also called in following an incident of aggression and violence.

The Harbour Master's Division has a protocol for 'Aggression and Violence' and a Reporting Centre for Aggression and Violence.

Bullying is prolonged and systematically humiliating, intimidating or hostile behaviour always aimed at the same person (or persons) who cannot defend themselves effectively against this. Frequently occurring types of bullying are:

Type of bullying	Examples
1 Social isolation	<ul style="list-style-type: none"> - Repeatedly not inviting the same person to come along for lunch. - Putting someone in a room far away from his colleagues.

- | | |
|--|--|
| 2 Make the work unpleasant or impossible | <ul style="list-style-type: none"> - Repeatedly giving the same person the unpleasant jobs to do - Not passing on important information - Repeatedly giving someone work below his/her level - Not rating someone's work or efforts at its true value - Ignoring someone's points of view - Giving someone a great deal of unnecessary criticism |
| 3 Remarks regarding someone's private life or the individual himself | <ul style="list-style-type: none"> - Making unpleasant remarks about hobbies, religious convictions, appearance or behaviour |
| 4 Gossiping | <ul style="list-style-type: none"> - Speaking ill of others |
| 5 Having no respect, insulting or ridiculing people | <ul style="list-style-type: none"> - Making fun of a colleague or external person under the guise of a joke |

Both employees who are being bullied and the bystanders (the 'spectators') may develop psychosocial complaints as a result of the bullying.

Pressure of work exists if an employee cannot fulfil the set qualitative and quantitative work requirements. These may vary in number, quality and speed. In the case of pressure of work an employee works constantly under unhealthily high time pressure and/or at an unhealthily high speed. The employee and manager are jointly responsible for a healthy balance between individual workload and individual capability. Examples of undesirable behaviour in this are: a manager does not ask an employee whether he is able to take on extra work. An employee does not say 'no' to his manager when he feels that he has too much work.

2.2 DISCRIMINATION

Discrimination in or during the performance of duties is not permitted. Discrimination is the making of a(n) (unlawful) distinction between people on the basis of inter alia race, origin, religion, gender, personal convictions and/or sexual orientation which leads to individuals or groups being disadvantaged.

Positive discrimination is however permitted in the case of a recruitment and selection procedure. In the case of such a procedure preference may be given to certain groups of employees (handicapped persons, members of ethnic minorities, women) in the case of equal ability.

2.3 ALCOHOL, DRUGS, MEDICATION AND SMOKING

Alcohol and drugs

Alcohol and drug use by employees is not permitted during working hours. This also applies to being under the influence of alcohol or drugs during working hours. Employees must ensure that their performance and/or driving ability are not affected by alcohol or drug use prior to carrying out their duties. If an employee is under the influence of alcohol or drugs he or she may not carry out his/her duties. Only in a limited number of cases, including Port Authority receptions, (official) occasions and following dispensation from the management, may alcohol be consumed in limited quantities during working hours.

Every employee is responsible for compliance with the rules and managers must inform their employees in this respect. Managers must also set an example in this respect. If an employee is suspected to be under the influence of alcohol and/or drugs the employee will be held to account for this by the manager (following consultation with the Human Resources department,

HR). The employee is expected to discuss the matter as soon as possible with the company doctor.

The company doctor will check whether there is an alcohol or drugs problem and give advice to the employee, the manager and HR regarding the fitness for work of the employee and if necessary regarding a course of professional help. Every time alcohol and/or drug use is suspected the manager will enter into discussions with the employee. A report will be prepared of these discussions in which the positions of both the manager and the employee are set out. Both sign this report which is then filed in the personnel file of the employee concerned.

Medication

Employees must ask their doctor or chemist whether the use of medicine may have an influence on their performance. If the use of medicine does indeed adversely affect the ability to react or other physical or mental abilities, the employee must inform the company doctor of this in time. The company doctor will advise the employee and if necessary the manager with regard to the possibilities and limitations of deployability for the employee's own work or adapted work in relation to the use of these medicines.

Smoking

The Port Authority complies with the Tobacco Act. This means that everyone is entitled to a smokefree workplace. It is forbidden to smoke in the Port Authority working environment (all work locations, including vessels and vehicles) with the exception of the areas designated by the Port Authority for the purpose.

Employees are responsible for compliance with the rules and managers must inform their employees in this respect. Managers must also set an example. If an employee breaks the rules the manager will hold him to account in this respect. If this happens several times the manager will take appropriate measures.

The Enforcement Inspector of the Food and Consumer Product Safety Authority is legally authorised to check compliance with the Tobacco Act. If the inspector discovers a violation he may fine both the employer and the employee. If the Port Authority is fined for non-compliance with the Tobacco Act and this fine is attributable to an employee it will be recovered from the employee.

2.4 PRESENTABILITY

The Port Authority expects its employees to dress for work appropriately (suitable for the working environment) and in accordance with generally accepted social standards. In practice this means that employees must ensure sufficient personal hygiene, make sure that they wear clean and presentable clothes and give due consideration to the wearing of visible piercings and tattoos.

The Port Authority also expects all its employees not to wear face-covering clothing because this may impede communication.

The Port Authority considers it important that its buildings, vessels and vehicles look presentable and professional. This means that everyone is responsible for a tidy workplace and that the employees jointly ensure the presentability of the common areas. In concrete terms this means inter alia that flip charts and whiteboards are cleaned after use (also for reasons of confidentiality of the data written thereon) and that the walls of the offices look presentable.

Employees who must wear work clothing for their job must wear these during working hours. See in this respect also the **Company Clothing Regulations**.

2.5 VISITORS

Visitors are given a warm welcome. At the World Port Center this means that employees inform reception in advance of their visitors. The visitor is told that he must bring with him proof of

identity and show this at reception. In addition employees will, if necessary, organise a parking place and visitors will be sent a route description.

Employees collect their visitors and escort them back again after the appointment. Visitors are reminded to hand in their visitor's pass. The employee who escorts the visitors informs the visitors of the relevant house rules (inter alia smoking facilities).

Hospitality also includes good telephone accessibility.

Section 3

Integrity

The employees of the Port Authority operate in an ethical manner, this means that they put the company's interests before their own personal interests. Unless this is not directly necessary for the interests of the Port Authority. This means that the Port Authority expects of its employees that their business decisions are based on the best interests of the Port Authority and not on the financial, personal, friends' or family interests of the employee. Employees also avoid creating the appearance that this is the case.

The Port Authority expects of its employees that they will prevent fraud and corruption. Fraud exists if matters are represented differently to what they are by giving an incorrect representation of reality on paper or digitally such as questionable behaviour with regard to expense claims. Corruption exists if someone in a position of power grants unauthorised favours in exchange for something in return or as a friendly turn. For example the acceptance of valuable business gifts whereby dependence on a third party is created.

The Procurement and Contract Management department (PCM) is, more so than other departments, susceptible to matters which involve integrity due to the high procurement amounts. In order to avoid any (appearance of) corruption and/or fraud, special **procurement guidelines** are applicable. Employees in the PCM department comply strictly with these internal and external guidelines and also make the correct assessment in accordance with the values and standards of the Port Authority.

3.1 BUSINESS PARTNERS

The Port Authority wishes to do business with parties which maintain high standards with regard to ethically responsible behaviour.

3.2 GIVING AND RECEIVING OF BUSINESS GIFTS

The basic principle for the giving and receiving of business gifts is that the gift must be in keeping with the service performed and the relationship with the business partner. 'The gift must be in keeping with the occasion'. In addition the giving or receiving of a business gift may not endanger the independence of a Port Authority employee. It must be avoided that feelings of obligation or actual obligations arise towards the giver.

Extra care must be taken with the acceptance of business gifts if the giver is a potential contract partner.

The following guidelines apply to the acceptance of business gifts:

- Modesty and restraint is the general rule for the acceptance of business gifts. As a guideline a maximum amount of € 75 is observed.
- The acceptance of money is not permitted.
- Employees are not permitted to receive business gifts at their home address. Suppliers are, if necessary, informed of this by letter.
- If an employee/manager is offered a gift (invitations for outings, trips, dinners, lunches etc.) he must be open about this and report it to his or her manager or discuss it in the Management Team (MT). The manager or the MT determines (following consultation with the employee/manager) whether the gift is acceptable, whether the gift may be kept or that the gift is assigned a different destination (distribution of the business gifts between the employees by means of drawing lots).
- If necessary, inform suppliers and potential clients which policy (the above rules) the Port Authority follows.

For the guidelines relating to the giving of business gifts see the **Business Gifts Policy** of the Corporate & Public Relations department.

3.3 RELATIONSHIPS AT WORK

A sexual relationship and/or love affair between two employees with a hierarchical relationship is not acceptable within the Port Authority. This is due to the fact that the Port Authority strives for as much objectivity and transparency as possible. When such a relationship starts this must be reported by one of the persons involved to the hierarchically superior manager.

If a love affair exists between two employees and there is no hierarchical relationship, the two employees will behave such that the work and colleagues do not suffer any nuisance from this.

3.4 BUSINESS AND INTELLECTUAL PROPERTY

Employees handle the Port Authority's business property and possessions in a responsible manner and with due care so that the continuity of the Port Authority is guaranteed. Every employee must handle the company and its business property in a responsible manner and with due care. The facilities and materials (office supplies, equipment, work clothing etc.) which the Port Authority supplies are intended for the performance of duties. For the use of equipment at home or elsewhere employees must follow the applicable application procedure (see in this respect the Service Desk department guidelines).

The manager of the World Port Center has installed cameras at various exits in order to be able to monitor safety better and guard the business property better.

If a manager suspects that the Port Authority's business property is not being handled correctly, he discusses this with the employee.

Laptop, (mobile) telephone and data carriers

Employees are themselves responsible for the use of a laptop, (mobile) telephone or other data carriers which have been made available by the Port Authority. Employees are not permitted to lend out this business property (to colleagues) or to leave it unattended. In principle employees use their laptops, (mobile) telephones or data carriers only for the performance of duties at the Port Authority and may use these to a limited extent for private purposes.

Photocopier, telephone, fax, post

The use of photocopier, telephone, fax or post is intended for work purposes, only in exceptional cases and then only to a limited extent may employees use these facilities for private purposes. The sending of private post via the post room at the expense of the Port Authority is not permitted.

Only equipment belonging to the Port Authority or equipment which has been approved by the Information Technology department may be connected to the Port Authority network or to the computers.

When an employee leaves his office and there are no other colleagues in the room, this room must be locked if possible in order to prevent business property or personal property from being taken. Employees ensure that valuable items (PDA, laptop, mobile telephone etc.) are not visible even though the room is locked.

If several employees work in one room, every employee is himself responsible for tidying up his workstation before he leaves the room. Especially if the room is vacated for a long period the employee ensures that the information is stored away safely and responsibly.

Employees report missing articles to the Accommodation department.

Company car

Employees who have a company car must comply with the rules which they receive when they collect the car.

Intellectual property

All intellectual property rights, including patent, design, brand and copyrights, on products, works, and/or services, which are developed by employees during their work at the Port Authority, are the property of the Port Authority. Further agreements in this respect are set out in the individual employment agreement, or the hiring, work experience or secondment agreement.

3.5 RULES FOR AND CHECKING OF THE USE OF TELEPHONE, E-MAIL AND INTERNET

Internet use

An employee who has access to the Internet at his workstation, in principle only uses this for his work at the Port Authority and may only use it to a limited extent for private purposes. This private use may not concern a private company. Internet use for private purposes may not obstruct the proper performance of an employee's own duties or those of other employees. Private use is entirely at the employee's own risk, he indemnifies the Port Authority in this respect.

It is not permitted to intentionally visit pornographic, sexist or racist sites and to upload, download or otherwise distribute material from these sites. In the case of a breach of this rule the Port Authority will in principle revert to dismissal. It is also not permitted to upload, download or otherwise distribute video or music files.

Intranet use

Employees may not distribute any Intranet data or files to third parties without the prior permission of the Port Authority. Privacy aspects and intellectual property play a role in this. Within the Port Authority Intranet files such as the digital telephone directory with corresponding file of passport photos, may only be used for the purpose for which they are intended.

Use of e-mail

E-mail is intended for business-related, digital post. Employees are themselves responsible for the content of an e-mail message and for protection of the information which they send.

Employees may use e-mail to a limited extent for private purposes, excessive use is not permitted. This use may not concern any private company. E-mail use for private purposes may not obstruct the proper performance of an employee's own duties or those of other employees. Private use is entirely at the employee's own risk, he indemnifies the Port Authority in this respect. The sending and receiving (to a limited extent) of personal e-mail messages is subject to the following conditions:

- The e-mail message contains a disclaimer
- The e-mail message does not contain any threatening, sexually suggestive or racist message
- The e-mail message is not used for bullying or undesirable personal advances.

If a Port Authority employee sends an e-mail message with the intention of bringing the receiver into disrepute or bullying him, the sender will be held to account for this by his manager.

A (personal) Port Authority e-mail address may not be left on the Internet in newsgroups, weblog comment pages and other public lists in order to prevent abuse with this data. If the sender of an e-mail message is unknown or appears not to be trustworthy, it is advisable not to open the e-mail message. When a spam message is opened it is highly likely that spam messages will be sent more often to the e-mail address. If an employee does not trust an attachment it is advisable to consult the sender or the IT department (the helpdesk). An attachment may contain viruses, spyware or other harmful content.

An e-mail message may not be automatically forwarded to other e-mail addresses because the safety of these post boxes is not certain.

The e-mail address 'All_users_forneel' may only be used for e-mail messages which are of a business nature and contain information which is useful to a large group of addressees. Employees who wish to send a message report this to their Direct Report. The Direct Report checks the usefulness and need and gives or refuses permission for the sending of this message. 'All_users_informeel' is intended for information regarding company outings, the regatta, a port cycle tour, etc. The message may also be posted on the (main) Intranet site.

'All users informeel' has been made available for informal communication to all employees.

Checking on usage

In the case of suspected misuse the Port Authority will check the frequency, duration and content of use of the Internet, e-mail and (mobile) telephone. The Port Authority will of course comply with the requirements for the processing of personal data as laid down in the Personal Data Protection Act and with the guidelines of the Dutch Data Protection Authority. Upon the recommendation of the manager the Provision of Information Review Committee will grant permission to perform a check or request information which focuses on an individual employee or a group of employees. The employees concerned are informed of this in advance. See in this respect also the **Regulations of the Provision of Information Review Committee**.

3.6 CONFIDENTIAL INFORMATION

It is essential for the Port Authority to handle data (both digital and on paper), and in particular confidential data, with due care. Files must be compiled such that they are correct and complete. The employer may at all times request full inspection (both digitally and on paper).

When an employee leaves his office and there are no other colleagues in the room, the room must be locked and information stored away. If several employees work in one room, every employee is himself responsible for clearing away his work before he leaves the room. Especially if the room is vacated for a long period the employee must ensure that information is stored away safely and responsibly.

When an employee receives visitors the employee must ensure that confidential information is stored away. Visitors must not be left alone in an office, also not if this person is an acquaintance.

When an employee leaves his/her workstation he or she must lock the computer (ctrl-alt-del or Windows key-L). With the password the employee can unlock the computer again. The **Password Guideline** from the IT department demonstrates how a password can be made as safe as possible.

Confidential data may not be left on a laptop, USB stick or other data carrier. Should this nevertheless be necessary, permission is required from the manager. The employee is himself responsible for ensuring that confidential data does not fall into the hands of third parties. Do not therefore leave a laptop, USB stick or other data carrier unattended.

A Word document can be encrypted in order to prevent third parties, including managers, from gaining access to the Word document. See in this respect the **Guideline for the Encryption of Word documents** from the IT department.

When you print you can, using a pin code, determine the moment at which the documents come out of the printer. See in this respect the **Guideline for Printing using a password** from the IT department.

Confidential information which is not needed regularly must be stored in the archive. When confidential documents may be disposed of, these must be disposed of into the container designated for this purpose.

Employees are expected to be selective in the forwarding of information outside the Port Authority, especially when this information is confidential.

When employees use blogs and social networks such as Hyves, Facebook and LinkedIn for private or business purposes, they must give due consideration to the information which they make available. It is not permitted to publish confidential information about the Port Authority. In cases of doubt, prior permission must be requested from the manager. In addition it is important, for the reputation of the employee and that of the Port Authority, that the employee only writes about matters with which he is familiar. It is not permitted to publish information about the financial situation of the Port Authority or write negatively about the Port Authority. If an employee nevertheless wishes to publish something about the Port Authority, e.g. in a digital CV, he must be cautious and observe the required confidentiality. The employee must also state that he is writing in a private capacity.

3.7 CONFIDENTIALITY

During employment and following termination thereof, employees undertake to observe absolute secrecy with regard to all company matters of which they know or may reasonably suspect that confidentiality is required, irrespective of the manner in which they learned of these matters. These shall also be deemed to include information about clients or other Port Authority employees.

3.8 PERSONAL INVESTMENTS

Employees or their partners may not have any direct or substantial interests in business entities which collaborate with the Port Authority, do business or wish to do business with the Port Authority unless the employee concerned has received written permission for this from the Chief Executive Officer or the Non-Executive Board.

3.9 ANCILLARY ACTIVITIES

At the Port Authority ancillary activities are defined as all paid and unpaid activities which employees perform in addition to their regular work for the Port Authority. Ancillary activities are for example, if an employee is a committee member of an association, does voluntary work or has another job in addition to his job at the Port Authority. What must one report?

Employees are obliged to report ancillary activities which they perform or are planning to perform in writing to their immediate superior. The ancillary activities which must be reported are activities which, in connection with a person's position, may in any way affect or harm the interests of the Port Authority. It is not permitted to perform activities which could lead to:

- Unacceptable conflict of interest
- Conflict of interests
- Damage to the prestige of one's own position
- Insufficient availability for the position

Further clarification can be found in the **Company Regulations regarding Ancillary Activities**. These Company Regulations set out inter alia who assesses whether or not an ancillary activity is permitted and in which cases the income from an ancillary activity is settled with the employee's salary.

The **Practical Assessment Criteria for Ancillary Activities Guideline** offers managers and the Human Resources department criteria for the assessment of an ancillary activity.

3.10 DEALING WITH THE PRESS

Within the Port Authority only members of the Executive Board and press officers from the Corporate Communication Strategy Department may have contact with the press. Employees who are approached by the press must contact the press centre of the Corporate Communication Strategy Department. In consultation with them the mode of action is determined.

In accordance with the Works Councils Act, the chairman of the Works Council has a separate position here.

Section 4

Compliance with the Corporate Code of Conduct

All employees are expected to comply with the Corporate Code of Conduct.

In the case of unethical or undesirable behaviour an employee (whistleblower) may discuss the matter with various persons

- the manager
- confidential adviser
- the Integrity and Undesirable Behaviour Complaints Committee

Each of these routes is described in more detail below.

With regard to matters relating to a person's legal status (which are therefore not related to integrity or (un)desirable behaviour) the employee may turn to his superior. If this does not lead to a solution, then the Direct Report is requested to make a decision. If necessary the persons involved may then call in the Appeals Committee (see in this respect the CLA).

If clients or business relations of the Port Authority show undesirable or unethical behaviour, the Executive Board of the Port Authority will clearly inform the client/business relation that this is not desirable and if necessary also take measures (such as for example reporting the matter).

Clients or business relations of the Port Authority who consider that they have been approached by a Port Authority employee with undesirable or unethical behaviour may submit a complaint to the Executive Board of the Port Authority.

4.1 WHISTLEBLOWER

All employees are expected to report undesirable behaviour or a lack of ethical behaviour on the part of a colleague. The report must be submitted to the manager, another person in charge or a confidential adviser. For further details of the procedure, see the **Whistleblower Regulations**.

4.2 CONFIDENTIAL ADVISER

In addition to the manager or another person in charge an employee may consult a confidential adviser if he suspects that a colleague is not acting ethically or shows undesirable behaviour. Or when an employee is himself affected by such conduct. For the role and responsibilities of the confidential adviser, see the **Confidential Adviser Guideline**.

4.3 COMPLAINTS COMMITTEE

An employee may submit a complaint to the Integrity and Undesirable Behaviour Complaints Committee in the case of misconduct against himself or another person where undesirable behaviour or integrity is concerned. For the preparation of a notice of complaint, the role of the complaints committee and the procedure reference is made to the **Regulations of the Integrity and Undesirable Behaviour Complaints Committee**.

4.4 DISCIPLINARY MEASURES

This Corporate Code of Conduct must be observed by everyone who is employed by or seconded to the Port Authority. Non-compliance with this Corporate Code of Conduct may lead to (disciplinary) measures.

Also without the reporting of a complaint by an employee or the handling of a complaint by the Integrity and Undesirable Behaviour Complaints Committee, the Port Authority reserves the right to impose (disciplinary) measures if in the opinion of the Port Authority there is question of acts or behaviour in violation of the Corporate Code of Conduct.

The CLA regulation regarding Suspension and disciplinary measures applies to all Port Authority employees (in and outside the CLA).

4.5 SCOPE OF THE CORPORATE CODE OF CONDUCT

This Corporate Code of Conduct is applicable to everyone who is employed by or works at or on behalf of the Port Authority. This applies to employees and for example to agency personnel, trainees, voluntary workers, personnel on secondment or other hired-in personnel. All are obliged to act in accordance with this Corporate Code of Conduct. In this Corporate Code of Conduct this group of persons is referred to as 'employees'.

Appendices

Appendix 1

Regulations of the Integrity and Undesirable Behaviour Complaints Committee

Informal and formal procedure in the case of undesirable behaviour.

Prior to deciding to follow the formal procedure set out in these regulations, the informal procedure is often followed first (this is not compulsory). With the informal procedure the report is first discussed with the manager or the confidential adviser. If this does not lead to a solution, the formal procedure may be chosen and a complaint submitted.

ARTICLE 1 DEFINITIONS

Notice of complaint	A written notification of an act or decision on the part of the respondent as a result of which the complainant's interests are directly affected.
Complainant	An employee of or external employee seconded to the Port of Rotterdam Authority or a former employee insofar as 6 months have not lapsed since the termination of the employment.
Respondent	An employee of or external employee seconded to the Port of Rotterdam Authority or a former employee.
Parties	Complainant and respondent
Integrity	Putting the interests of the Port of Rotterdam Authority before one's own personal interests and not damaging the reputation of the Port of Rotterdam Authority in any way whatsoever
Undesirable behaviour	Undesirable interpersonal behaviour (discrimination, bullying, aggression and violence, (sexual) harassment, undesirable use of alcohol and drugs, etc.)

ARTICLE 2 FORMATION AND OBJECTS

1. The Executive Board establishes a Complaints Committee.
2. The Integrity and Undesirable Behaviour Complaints Committee's objects are:
 - to contribute to good social relationships.
 - the protection of the individual interests of (former) employees as well as the interests of the Port of Rotterdam Authority
 - the combating of undesirable behaviour, which in any case includes sexual harassment, discrimination, aggression and violence, intimidation and bullying.

ARTICLE 3 COMPOSITION AND TERM OF OFFICE

1. The composition of the Integrity and Undesirable Behaviour Complaints Committee varies depending on the subject. In case of doubt as to whether the complaint concerns integrity or undesirable behaviour, the chairman decides about the nature of the complaint. If a complaint concerns integrity, then the Integrity and Undesirable Behaviour Complaints Committee consists of the following members:
 - Head of HR Advice (chairman)
 - Lawyer (secretary)
 - Works Council member
 - Head of IAD
 - A specialist from outside the organisation in the area of integrity

If a complaint concerns undesirable behaviour, then the Integrity and Undesirable Behaviour Complaints Committee consists of the following members:

- Head of HR Advice (chairman)
- Lawyer (secretary)

- Works Council member
 - A specialist from outside the organisation in the area of undesirable behaviour.
2. A member of the board may never be a member of the Complaints Committee.
 3. The (substitute) members of the Complaints Committee are appointed, suspended or dismissed by the Executive Board, with the exception of members of the Works Council because they are appointed by the Works Council itself.
 4. The (substitute) members of the Complaints Committee are appointed for a period of four years and are eligible for immediate reappointment.
 5. If a (substitute) member stands down before the end of his term, the new member is appointed for the remaining duration of the current appointment term.
 6. The Integrity and Undesirable Behaviour Complaints Committee is given the opportunity by the Executive Board to fulfil its duties properly.
 7. If members of the Integrity and Undesirable Behaviour Complaints Committee are directly or indirectly involved in a notice of complaint they must step down and be replaced.

ARTICLE 4 ROLE AND PERFORMANCE

1. The Integrity and Undesirable Behaviour Complaints Committee investigates and assesses a notice of complaint and advises the Executive Board with regard to the undesirable behaviour or violation of integrity referred to in the notice of complaint and any measures to be taken.
2. The Integrity and Undesirable Behaviour Complaints Committee handles a notice of complaint strictly confidentially.
3. Members are bound to secrecy.
4. The Integrity and Undesirable Behaviour Complaints Committee bases its advice on the principle of hearing both sides of the argument.
5. The Integrity and Undesirable Behaviour Complaints Committee is assisted by an administrative assistant for the monitoring of the terms.

ARTICLE 5 NOTICE OF COMPLAINT

1. The complainant must address the notice of complaint to the chairman of the Integrity and Undesirable Behaviour Complaints Committee.
2. A notice of complaint must be submitted to the Integrity and Undesirable Behaviour Complaints Committee at the latest 6 months following the occurrence of the unethical behaviour. If there is more than six months between the latest incident or the latest occurrence of undesirable behaviour and the receipt of the notice of complaint, the notice of complaint will not be handled. A notice of complaint must be submitted to the Integrity and Undesirable Behaviour Complaints Committee at the latest 3 years after the occurrence of undesirable behaviour. If the period of three years is exceeded the Complaints Committee will assess the gravity of the complaints. In the case of a serious complaint the complaint will still be declared admissible.
3. The notice of complaint must contain the following information:
 - a. The name of the complainant
 - b. The date
 - c. The description of the behaviour or the decision against which the notice of complaint is directed
 - d. The grounds on which the notice of complaint is based
 - e. The name of the respondent(s)
 - f. The requested decision
4. If the notice of complaint does not comply with the third paragraph, the complainant is given two weeks to rectify the omission.
5. If the omission referred to in the foregoing paragraph is not rectified or rectified in time, the notice of complaint will in principle not be handled.
6. Upon receipt the notice of complaint is marked with the date of receipt.
7. At the latest within two weeks the complainant will receive a confirmation of receipt.
8. The complainant may withdraw the notice of complaint up to the time at which the Executive Board makes a decision.

ARTICLE 6 STATEMENT OF DEFENCE

1. The Complaints Committee forwards the notice of complaint within two weeks of receipt of the notice of complaint as referred to in Article 5, paragraph six, or the rectification of the omission as referred to in Article 5, paragraph four, to the respondent.
2. The respondent may within 4 weeks of receipt of the notice of complaint submit a statement of defence to the Integrity and Undesirable Behaviour Complaints Committee.

ARTICLE 7 HANDLING OF THE NOTICE OF COMPLAINT

1. The Integrity and Undesirable Behaviour Complaints Committee may request the parties to provide additional (written) information and/or hear them.
2. The Integrity and Undesirable Behaviour Complaints Committee may, if necessary, call in external experts.
3. During the hearing the parties may be assisted by a confidential adviser or adviser.
4. The parties are heard without the presence of the other party unless the Integrity and Undesirable Behaviour Complaints Committee stipulates otherwise. In the case of sexual harassment the parties are always heard without the other party being present.
5. The Integrity and Undesirable Behaviour Complaints Committee records everything stated by the parties during the hearing in a report a copy of which is provided to the parties. In special cases separate reports may be prepared for the respondent and the complainant. The original is signed by the parties.
6. The handling of a notice of complaint by the Integrity and Undesirable Behaviour Complaints Committee is not open to the public.
7. The employee is obliged to comply with the Complaints Committee's request to appear.
8. The employee is bound to secrecy.
9. The parties are entitled to inspect the reports of the persons heard by the Complaints Committee and are, on the basis of this, entitled to be heard.

ARTICLE 8 RECOMMENDATION OF THE INTEGRITY AND UNDESIRABLE BEHAVIOUR COMPLAINTS COMMITTEE

1. The Integrity and Undesirable Behaviour Complaints Committee will, within 2 months of receipt of the notice of complaint, take a decision by majority vote with regard to the recommendation to be made. In the event of a parity of votes the chairman of the Integrity and Undesirable Behaviour Complaints Committee will cast the deciding vote.
2. The Integrity and Undesirable Behaviour Complaints Committee may extend the period referred to in the first paragraph to 4 months, supported by reasons.
3. The recommendation is issued in writing supported by reasons.
4. The recommendation contains:
 - A substantive assessment of the notice of complaint.
 - The proposed decision.
 - A proposal with regard to any measures to be taken.
5. The recommendation is not made public.
6. The complaint file is kept for 5 years in the HR archive following which it is destroyed.

ARTICLE 9 DECISION OF THE EXECUTIVE BOARD

1. The Executive Board will take a decision supported by reasons within one month of receipt of the recommendation.
2. If the decision differs from the recommendation of the Integrity and Undesirable Behaviour Complaints Committee the Chief Executive Officer will state the reasons for the decision.
3. The Executive Board will inform the complainant, the respondent and the Integrity and Undesirable Behaviour Complaints Committee of its decision.
4. If the complainant or the respondent does not agree with the decision taken by the Executive Board the complainant may on his own initiative commence proceedings outside the Port Authority.

ARTICLE 10 OTHER STIPULATIONS

The Integrity and Undesirable Behaviour Complaints Committee reports annually to the Executive Board and the Works Council on an anonymous basis with regard to:

1. The number of complaints

2. The number of complaints sustained and dismissed
3. The number of complaints procedures

Appendix 2

Whistleblower Regulations

The Port Authority considers it to be important that employees can adequately and safely report any suspected wrongdoing in the company. As a result of this the following regulations have been established.

ARTICLE 1 DEFINITIONS

Person involved	The person who is working for the employer whether or not permanently employed.
Adviser	The person as referred to in Article 4.
Person ultimately responsible	The person who, alone or together with others, has direct ultimate control in the management of the employer's organisation.
Person in charge	Manager who has direct or indirect control over the part of the organisation where the person involved works and/or who is suspected of a wrongdoing.
The manager	The immediate superior of the person involved.
The company	The Port of Rotterdam Authority
The chairman of the Non-Executive Board	The chairman of the Non-Executive Board of the company.
The confidential adviser	The person appointed by the Executive Board of the company to act as such for the organisation of the employer
A suspected wrongdoing	A suspicion based on reasonable grounds concerning the organisation where the person involved is working and whereby a social interest is at stake, in connection with: <ul style="list-style-type: none"> • A(n) (imminent) punishable act • A(n) (imminent) violation of rules • A(n) (imminent) danger to public health, safety or the environment • (A threat of) deliberately providing incorrect information to public bodies • A violation of the rules of conduct applicable within the company • A(n) (imminent) wastage of public funds • (A threat of) the deliberate withholding, destroying or manipulation of information regarding these facts.

ARTICLE 2 INTERNAL PROCEDURE

1. Internal reporting to the manager, person in charge and/or confidential adviser
Unless there are grounds for exemption as referred to in Article 5 paragraph 2, the person involved reports a suspected wrongdoing internally to his manager, or, if he considers reporting to his manager to be undesirable, to a person in charge, or, if he considers reporting to a person in charge to be undesirable, to the confidential adviser. Reporting to the confidential adviser may also take place in addition to reporting to his manager or to a person in charge.
2. The manager, person in charge or confidential adviser records the report in writing with the date upon which it was received and has this record signed by the person involved, who receives a copy thereof. The manager, person in charge or confidential adviser ensures that the Integrity and Undesirable Behaviour Complaints Committee and the person ultimately responsible, i.e. the board member concerned under whom the manager falls hierarchically, are informed immediately of a reported suspected wrongdoing and of the date upon which the report was received, and that the person ultimately responsible and the Integrity and Undesirable Behaviour Complaints Committee receive a copy of the record.
3. Immediately following the report an investigation is started by the Integrity and Undesirable Behaviour Complaints Committee in response to the report of a suspected wrongdoing.
4. The chairman of the Integrity and Undesirable Behaviour Complaints Committee sends a confirmation of receipt to the person involved who has reported a suspected wrongdoing. In the confirmation of receipt reference is made to the original report. This also applies if the person involved has not reported the suspected wrongdoing to his manager or a person in charge but to a confidential adviser.

5. The person involved who reports a suspected wrongdoing and the person(s) to whom the suspected wrongdoing has been reported will treat the report confidentially. Without the permission of the chairman of the Integrity and Undesirable Behaviour Complaints Committee no information will be provided to third parties either within or outside the company or its group companies. When providing information the name of the person involved will not be disclosed and the information will be provided such that the anonymity of the person involved is guaranteed as far as possible.

ARTICLE 3 PROCEDURE / TERM

1. In connection with the preparation for the handling of a report all required information may be obtained. For this purpose experts may be called in and, if necessary, invited to attend the hearing.
2. Within a period of eight weeks from the time of the internal report, the person involved will be informed in writing by or on behalf of the chairman of the Integrity and Undesirable Behaviour Complaints Committee of a substantive standpoint with regard to the reported suspected wrongdoing. This will include the steps to which the report has led.
3. If the standpoint cannot be given within eight weeks, the person involved will be informed of this in writing by or on behalf of the chairman of the Integrity and Undesirable Behaviour Complaints Committee and it will be stated within what period he will receive a standpoint.

ARTICLE 4 ADVISER

1. The person involved may report a suspected wrongdoing to an adviser in order to ask his advice in confidence.
2. Any person who has the trust of the person involved and who has a duty of secrecy may act as adviser.

ARTICLE 5 REPORT TO THE CHAIRMAN OF THE NON-EXECUTIVE BOARD

1. The person involved may report the suspected wrongdoing to the chairman of the Non-Executive Board if:
 - He does not agree with the standpoint as referred to in Article 3.
 - He has not received a standpoint within the required period as referred to in the second and third paragraphs of Article 3.
 - The term as referred to in the second paragraph of Article 3 is unreasonably long taking into account all circumstances and the person involved has raised objections to this with the chairman of the Integrity and Undesirable Behaviour Complaints Committee, but the latter has not specified a shorter reasonable period.
 - there are any grounds for exemption as referred to in the following paragraph.
2. Grounds for exemption as referred to in the foregoing paragraph under point four exist in the case of:
 - Acute danger whereby a major and urgent social interest makes immediate external reporting necessary.
 - A situation in which the person involved has reasonable grounds to fear countermeasures as a result of an internal report.
 - A clear threat of suppression or destruction of evidence.
 - An earlier internal report in accordance with the procedure of in essence the same wrongdoing which has not removed the wrongdoing.
 - A statutory duty of or authority for direct external reporting.
3. The chairman of the Non-Executive Board, if so requested, records the report in writing with the date upon which it was received, and has this record signed for agreement by the person involved who receives a copy thereof.
4. The chairman of the Non-Executive Board sends a confirmation of receipt to the person involved who has reported a suspected wrongdoing. If the person involved has already reported the suspected wrongdoing earlier, the original report will be referred to in the confirmation of receipt.
5. Immediately following the report an investigation is started by the chairman of the Non-Executive Board in response to the report of a suspected wrongdoing.

6. The person involved who reports the suspected wrongdoing and the person(s) to whom the suspected wrongdoing has been reported will treat the report confidentially. Without the permission of the chairman of the Non-Executive Board no information will be provided to third parties either within or outside the company or its group companies. When providing information the name of the person involved will not be disclosed and the information will be provided such that the anonymity of the person involved is guaranteed as far as possible.

ARTICLE 6 PROCEDURE / TERM

1. Within a period of eight weeks from the time of the internal report, the person involved will be informed in writing by or on behalf of the chairman of the Non-Executive Board of a substantive standpoint with regard to the reported suspected wrongdoing. This will include the steps to which the report has led.
2. If the standpoint cannot be given within eight weeks, the person involved will be informed of this in writing by or on behalf of the chairman of the Non-Executive Board and it will be stated within what period he will receive a standpoint.

ARTICLE 7 LEGAL PROTECTION

1. The position of the person involved who has reported a suspected wrongdoing with due regard to the provisions of these regulations will not in any way whatsoever be harmed as a result of the report.
2. An adviser as referred to in Article 4 or a confidential adviser as referred to in Article 1 who is employed by the employer will not in any way whatsoever be harmed as a result of acting as such pursuant to these regulations.

Appendix 3

Regulations of the Provision of Information Review Committee

ARTICLE 1 DEFINITIONS

Application	A written request from the applicant to the chairman of the Review Committee in connection with the provision of personal data.
Applicant	A manager from the Port of Rotterdam Authority who has reasonable grounds for suspicion that the Corporate Code of Conduct or the applicable legislation and regulations have been or are being breached.
Review Committee	The committee which advises the Executive Board with regard to applications.
Personal Data Protection Act (Wbp)	Personal Data Protection Act. Every piece of information regarding an identified or identifiable natural person, (Art. 1, paragraph 1a of the Personal Data Protection Act).
Personal data	Every act or every set of acts relating to personal data, including in any case the requesting, consultation, use, provision by means of sending, circulation or any other form of making data available, assembling them, associating them with each other.
Provision of personal data	Every structured set of personal data regardless of whether this set of data is centralised or spread in a functionally or geographically determined manner which is accessible in accordance with certain criteria and relates to different persons (Art. 1, paragraph 1c of the Personal Data Protection Act).
Database	Every structured set of personal data regardless of whether this set of data is centralised or spread in a functionally or geographically determined manner which is accessible in accordance with certain criteria and relates to different persons (Art. 1, paragraph 1c of the Personal Data Protection Act).
Person(s) involved	The person(s) to whom the personal data relates (Art. 1, paragraph 1f of the Personal Data Protection Act).

ARTICLE 2 FORMATION AND OBJECTS

1. The Executive Board establishes a Provision of Information Review Committee. The Review Committee advises with regard to the implementation of the Personal Data Protection Act within the Port of Rotterdam Authority (hereinafter referred to as the 'Port Authority') insofar as this concerns compliance with the Corporate Code of Conduct.
2. The advice referred to in the first paragraph relates in any case to the provision of personal data from the following systems:
 - Controlled Entry System (CES)
 - Port Authority Switchboard
 - Mobile telephony
 - Internet and e-mail.
3. In the case of emergencies the Head of the Company Emergency Response Team is authorised to check the CES.

ARTICLE 3 COMPOSITION AND TERM OF OFFICE

1. The Review Committee consists of the following members:
 - HR Director (chairman)
 - Head of the IAD (Internal Audit Department)
 - Lawyer (secretary)
 - Works Council member.
2. A member of the board may never be a member of the Review Committee.
3. The (substitute) members of the Review Committee are appointed, suspended or dismissed by the Executive Board, with the exception of members of the Works Council because they are appointed by the Works Council itself.
4. The (substitute) members of the Review Committee are appointed for a period of four years and are eligible for immediate reappointment.
5. If a (substitute) member stands down before the end of his term, the new member is appointed for the remaining duration of the current appointment term.

6. The HR director and the Head of IAD may never withdraw from the Review Committee unless paragraph 8 is applicable.
7. The Review Committee is given the opportunity by the Executive Board to fulfil its duties properly.
8. If members of the Review Committee are directly or indirectly involved in the application they must step down and be replaced.

ARTICLE 4 ROLE

The Review Committee advises the Executive Board with regard to:

- An application.
- The Regulations of the Provision of Information Review Committee.

ARTICLE 5 PROCEDURE

1. The applicant must address his application to the chairman of the Review Committee.
2. The application must in any case contain the following:
 - Details of the applicant.
 - Nature of the application.
 - Substantive explanation of the application.
 - Requested decision.
3. The application submitted is marked with the date of receipt.
4. The applicant receives at the latest within 2 weeks a confirmation of receipt from the chairman of the Review Committee.
5. The Review Committee processes the application.
6. Within one month of receipt of the request referred to in the foregoing paragraph the Review Committee will issue a recommendation to the Executive Board.
7. Within two weeks of the issue of the recommendation by the Review Committee the Executive Board will take a decision.
8. The applicant may withdraw the application up to the time at which the Executive Board makes a decision.

ARTICLE 6 PREPARATION OF RECOMMENDATION

1. The Review Committee investigates the application and may request further information or clarification from the applicant.
2. In the preparation of the recommendation the Review Committee is never allowed to inspect the personal data in question.
3. The Review Committee may engage internal and external experts.
4. If necessary the secretary will prepare a list of the facts.
5. In the weighing of interests the Review Committee will give due consideration to the interests involved in accordance with the provisions of Article 8 of the Personal Data Protection Act.
6. The handling of an application by the Review Committee is not open to the public.

ARTICLE 7 RECOMMENDATION

1. The recommendation of the Review Committee is based on the following documents and/or data:
 - The application.
 - Any further information or clarification.
 - Any report from internal or external experts
 - Any preliminary advice.
2. The recommendation is limited exclusively to an opinion of the Review Committee as to whether or not the applicant has a justified interest as referred to in Article 8f of the Personal Data Protection Act.
3. The Review Committee takes a decision by majority vote with regard to the recommendation to be made. In the event of a parity of votes the chairman of the Review Committee will cast the deciding vote.
4. The recommendation is issued in writing supported by reasons.
5. The recommendation is not made public.

ARTICLE 8 DECISION

1. The decision referred to in Article 7, third paragraph is always a written decision supported by reasons.
2. If the decision differs from the recommendation of the Review Committee the Executive Board will state the reasons for the decision.
3. The Executive Board informs the applicant, the person involved and the Review Committee of its decision (it may also delegate this to the chairman depending on the severity of the case).
4. If the person(s) involved is/are not in agreement with the decision taken by the Executive Board the person(s) involved may submit a complaint to the Appeals Committee (see CLA).

ARTICLE 9 OTHER STIPULATIONS

The Review Committee reports annually to the Executive Board and the Works Council with regard to:

- The number of applications.
- The number of positive and negative recommendations.
- The number of applications granted and rejected and the ensuing complaints procedures

Appendix 4

Company Regulations regarding Ancillary Activities

Title	: Company Regulations for Ancillary Activities
Main policy	: Integral Personnel policy
Part policy	: -
Commencement date	:
Replaces	: Company Regulations for Ancillary Activities, version 4

Objective of the Regulations:

The development of a framework containing the conditions under which ancillary activities are and are not permitted as a result of which damage to the interests and/or the reputation of the Port Authority is prevented.

Content of the regulations:

- **Definition of ancillary activities**
All work or activities in addition to the position at the Port Authority performed for third parties or with an external effect of a more or less structural nature irrespective of whether this work or these activities is/are paid. It also concerns activities such as acting as supervisory director, director, partner of a company, foundation or association.
- **Basic principles**
The following basic principles apply to the regulations for ancillary activities¹:
 1. Employees are obliged to report in writing to their manager / the MT all ancillary activities which they perform or intend to perform and which could affect the interests of the Port Authority insofar as these are connected with the discharge of their duties.
 2. Changes to one's private situation or to one's job (content) may lead to activities which were originally permissible, no longer being so.
 3. Unacceptable ancillary activities are activities which could lead to:
 - Unacceptable conflict of interests
 - Damage to the Port Authority's reputation
 - Insufficient availability as regards time for the performance of one's own job within the Port Authority
 - Excessive workload
 4. The assessment as to whether an ancillary activity is or is not permissible is the responsibility of the manager / the MT. In the assessment as to whether permission may be granted the basic principle is not to doubt the integrity of the employee beforehand.
 5. The Human Resources department advises the manager/ the MT as to whether an ancillary activity is regarded as permissible or not.
 6. The manager informs the employee in writing as to whether or not an activity is compatible with the position and therefore whether or not it is permitted. This written notice also states that sanctions will follow if an unacceptable activity is nevertheless accepted.
 7. The employee signs the written notice for agreement / as seen. The written notice is recorded in the personnel file.
 8. The employee reports in writing to the manager when an ancillary activity is ended.
 9. A distinction is made between ancillary activities connected to private activities and ancillary activities which are directly connected to the position within the Port Authority due to the manner in which the Port Authority handles income from ancillary activities.
 10. If an employee receives income from ancillary activities connected to private activities (and the manager/ the MT considers this ancillary activity to be permissible), the income is not settled with the salary which the employee receives from the Port Authority. Payment of the income from this ancillary activity is made directly to the employee and does not take place via the Port Authority.
 11. If an employee receives income from activities which are directly connected to his position at the Port Authority (and the manager/ the MT considers this ancillary activity to be permissible), such as the supervisory directorship of a commercial manager, the income is settled with the salary.

¹ For the Harbour Master's Division MT must be read as DT (Divisional Team).

- The settlement takes place over the amount which is paid as remuneration. Any reimbursement of costs is not withheld and paid out to the employee unless the costs have already been reimbursed to the employee in a different manner (for example in the case of use of a lease car).
 - The income from the ancillary activity is paid directly to the Port Authority.
 - Payments which amount to less than € 50 are not included in the settlement.
 - Employees may elect not to accept a remuneration.
 - Employees must report a remuneration in writing to the Human Resources department.
12. As regards the Harbour Master's Division (DHMR) there is an extra dimension regarding the question of the permissibility of ancillary activities. This is because a substantial section of the employees perform both supervisory and investigative tasks for national and local authorities respectively.
- Where Special Investigating Officers are concerned, the employee is, superfluously, reminded of the oath of office which he had to take when he was sworn in as a Special Investigating Officer and the ensuing responsibilities which he has in his role as supervisor/special investigating officer.
- The ancillary activities are a permanent part of the performance interviews as regards the possible impact on the discharge of one's duties within DHMR. Subjects such as availability for one's own duties and other questions relating to the Working Hours Act and the Sailing Hours and Crew Numbers (Inland Waterway Transport) Act are in this way discussed with the employee. The same applies to the enforcement activities performed by the employee and possible impediments thereto as a result of the ancillary activity. The management can in this way keep a finger on the pulse and as and when necessary take appropriate measures in time.
13. If there are signs that integrity is at stake, this will be reported to the Special Investigating Officers' immediate supervisor (Chief of Police) and/or the Board because it causes (reputation) damage to the employer if the employee's integrity is not observed 100%.
- **Relationship with other stipulations**
The **CLA** contains a stipulation regarding Ancillary Activities.
The **Corporate Code of Conduct** contains a stipulation regarding Ancillary Activities.
 - **Description of the guidelines**
The **Practical Assessment Criteria Guideline** for ancillary activities offers managers and Human Resources criteria for the assessment of an ancillary activity.