

Code of Professional Conduct – Hellenic Actuarial Society (HAS)

Section 1. General

1.1 The Hellenic Actuarial Society (HAS)

The Hellenic Actuarial Society (HAS) is a scientific, non-profit organization that aims to promote actuarial science and the actuarial profession in Greece.

1.2 Actuary

The independent natural person, who, through carrying out the relevant examinations by the Union of Actuaries of Greece (or by the competent Ministry previously), has received the certification of the competence of the Actuary ("the Actuary") and is a full member of the HAS or has been recognized as a full member of the HAS, following a relevant request as a full member of a corresponding professional association abroad or was already a full member of the Association on 30.6.2015.

1.3 Purpose

1.3.1 This Code of Professional Conduct ("Code") provides guidance on the behaviors expected of actuaries when performing professional services, to give intended users of those services confidence that they are carried out professionally and with due care.

1.3.2 The Code also provides guidance on the behaviours expected of actuaries in wider contexts, as described in Section 5, Application.

Section 2. Definitions

The terms below are defined for use in this Code.

2.1 Actuary – A full member (being a fully qualified actuary) of any Full Member association of the Hellenic Actuarial Society (HAS).

2.2 Intended User – Any legal or natural person (usually including the principal) for whose use the actuary provides the results of professional services.

2.3 Principal – The party who engages the provider of professional services. The principal will usually be the client or the employer of the actuary.

2.4 Professional judgement – The judgement of the actuary, based on actuarial (or other relevant) training, experience and internationally accepted actuarial bibliography and practice.

2.5 Professional services –

A. All services provided by an actuary that relate to a pension scheme/fund, insurance/reinsurance/financial services entity or financial transaction; and

B. All other services provided by an actuary that are based upon actuarial considerations.

Section 3. Principles

A. Integrity

An actuary must act honestly and with the highest standards of integrity.

B. Competence and Care

An actuary must perform professional services competently and with care.

C. Compliance

An actuary must comply with all relevant legal, regulatory and professional requirements.

D. Impartiality

An actuary must not allow bias, conflict of interest or the undue influence of others to override professional judgement.

E. Communication

An actuary must communicate in an appropriate manner and meet all applicable reporting standards.

Section 4. Amplification of Principles

The following information, which forms part of the Code, is included in order to elaborate on how (subject to paragraph 5.1) actuaries are expected to interpret and apply the Principles that were described in section 3.

This information is not exhaustive but provides the general framework for guiding the professional services of Actuaries. Actuaries are expected to apply professional judgement as and when necessary to ensure that they observe the spirit and intent of the Code, rather than interpret it only in a purely literal way.

The fundamental principles are interpreted and expanded as follows:

A. Integrity

A1. An actuary must perform work with integrity, skill and care and (subject always to any relevant legal, regulatory and professional requirements) should fulfil the actuary's responsibility to the principal.

A2. An actuary should not act in a manner that is likely to damage the reputation of the actuarial profession, whether in the performance of work or in other contexts in which conduct could reasonably be considered to reflect on the actuarial profession.

A3. An actuary must not provide, or knowingly be associated with the provision of, information, nor engage in advertising or business solicitation, that the actuary knows or ought to know is materially false or misleading, contains statements or information furnished recklessly or omits or obscures information required to be included and as a result is materially misleading. If an actuary becomes aware that the actuary has been associated with such information, the actuary should take steps to be disassociated from the information. This provision does not preclude an actuary from performing work based on:

- assumptions or methodology prescribed by the principal or another party, provided that, if the actuary does not support the assumptions or methodology, the actuary discloses that fact to the intended user;
or

- assumptions or methodology prescribed under legal, regulatory or professional requirements.

A4. An actuary should show respect and should cooperate with others serving the actuary's principal.

A5. Subject to any legal, regulatory or professional reporting obligations, an actuary must respect the confidentiality of confidential information received.

A6. When an actuary is asked to perform work previously performed by another person, the actuary must consider whether it is appropriate to consult with the previous provider to establish whether there might be any professional reason not to take on the new responsibility.

B. Competence and Care

B1. An actuary should perform professional services carefully, thoroughly and in a timely manner.

B2. An actuary must perform specific professional services only if:

a. the actuary is competent and appropriately experienced to do so, or

b. the actuary is acting on the advice of an individual who has the appropriate level of relevant knowledge and skill and the principal is aware that this is the case, or

c. the actuary is acting under the direct supervision of another person who is taking professional responsibility for the work.

Cases (b) and (c) above should not be interpreted as a waiver of the professional responsibility of the Actuary when he is not in charge of the project. On the contrary, the Actuary must clearly express his professional judgment and opinion and appropriately communicate to the person of points (b) and (C) above his reservations or objections (if any) and especially in those cases where the reservations or the objections are related to principles A1, A2 and A3 above. In any case, the above wording does not conflict with point 5.1.d of this Code.

d. In those cases where the Actuary is in charge of a project and supervises other persons for the execution of that project, he must be fully informed of the entire project and be able to document it as a whole as well. However, in no case should this be considered as a disclaimer of the responsibilities of the team members.

e. The Actuary must not, with his signature, cover the work of persons who do not have the professional qualifications to perform actuarial work.

B3. Before communicating the results of professional services performed, the actuary should ensure that, to the best of the actuary's knowledge and reasonably held belief, the results are free from material error.

B4. An actuary should agree with the principal the nature and scope of the actuary's responsibilities before commencing delivery of professional services.

C. Compliance

C1. An actuary must act in a manner that fulfils the actuarial profession's responsibility to the public by observing applicable technical and professional standards. An actuary must take into account any relevant codes, standards, guidance notes and similar documents formally issued or endorsed by the Hellenic Actuarial Society (HAS) of which the actuary is a member, having regard to their scope and status (for example mandatory, recommended practice, etc).

C2. An actuary is subject to the disciplinary procedures prescribed in the rules of the Hellenic Actuarial Society (HAS) of which the actuary is a member, and, subject to the right of appeal within those rules, must accept any judgement passed, or the decision of any appeal procedure.

D. Impartiality

D1. An actuary must not perform professional services involving an actual or potential conflict of interest or involving bias or perceived bias on the part of the actuary, unless the actuary's ability to act in an impartial manner is unimpaired and there has been full disclosure to the principal of the actual or potential conflict or bias.

D2. An actuary should disclose to the principal, in writing and in a timely manner, all sources of income related to any assignment carried out for the principal (except that, where the principal is the actuary's employer, there is no requirement to disclose remuneration paid by the employer).

E. Communication

E1. An actuary must communicate the results of professional services in a timely manner and in a style and format that is appropriate to the particular circumstances, having regard to the need to convey the implications of any analysis and advice included in the communication in a manner that is comprehensible to the intended user(s).

E2. Unless the actuary judges it disproportionate (in which event, departure from these requirements does not create a requirement for disclosure under paragraph 5.2 (b)), an actuary should, in communicating the results of professional services:

- a. identify that the actuary is the source of the communication;
- b. identify that the actuary takes responsibility for the results, subject (if applicable) to any stated caveats;
- c. state the capacity in which the actuary is acting;
- d. identify the intended user(s) of any analysis and advice included in the communication;
- e. state the scope and purpose of the work; and
- f. indicate to what extent and how supplementary information and explanation can be obtained from the actuary or another party.

E3. The communication requirements are not affected in the least in case that the Actuary is responsible for a project and has under his supervision other persons for the execution of this project (point 4.B.2.d of this code).

Section 5: Application

5.1 Regarding the Principles set out in Section 3:

(a) All actuaries are expected to comply with Principle A (Integrity) in the performance of their work and in other contexts where their conduct could reasonably be considered to reflect on the actuarial profession.

(b) All actuaries are expected to comply with Principles B – E (Competence and Care; Compliance; Impartiality; Communication) in relation to professional services that they perform (whether on a paid or unpaid basis).

(c) In relation to work performed other than professional services (if any, and whether on a paid or unpaid basis), actuaries should exercise professional judgement to determine whether and, if so, to what extent it is appropriate to comply with the spirit and intent of Principles B – E (Competence and Care; Compliance; Impartiality; Communication), taking into account the reasonable expectations of the intended user(s) of the work, the nature of the work, any other Code or standards that apply to the work and any other relevant factors.

(d) It is recognized that actuaries might act in a support role in which another person carries ultimate responsibility for the work performed. For the avoidance of doubt, actuaries in support roles are expected to comply with the Code (as per paragraph 5.1 (a), (b) and (c)), though it is reasonable to expect that any assessment of their conduct by reference to the Code would have regard to such factors as their level of responsibility in relation to the matter and the extent of their relevant work experience.

(e) The Code is not an all-encompassing description of behaviours that should be adopted or avoided. Actuaries are expected to observe the spirit and intent of the Code, rather than interpret it only in a purely literal way.

5.2 For the purposes of this Code:

(a) “must” means that the indicated action is mandatory and failure to follow the indicated action will constitute a departure from this Code; and

(b) “should” means that, under normal circumstances, the actuary is expected to follow the indicated action, unless to do so would produce a result or outcome that would be inappropriate or potentially misleading. If, in the performance of professional services, the indicated action is not followed, the actuary should disclose that fact to the intended user(s) of the professional services and provide the reason for not following the indicated action.

5.3 Nothing in this Code is intended to require an actuary to act in breach of legal or regulatory requirements. If there is an inconsistency between this Code and legal and/or regulatory requirements, the legal and/or regulatory requirements shall prevail. “Legal requirements” here does not extend to the provisions of agreed contracts.

5.4 Users of this Code:

(a) This code is addressed to the Actuaries of the Hellenic Actuarial Society (HAS) and is in accordance with the respective code of the Actuarial Association of Europe

(b) Persons who are in the process of obtaining the Actuary Certification must follow the principles and the spirit of this Code, to the extent of their responsibility.

(c) The principles and spirit of this Code are recommended to be followed, as far as they are concerned, by persons involved in actuarial work (actuarial analysts).