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|  | **OATH OF SERVICE /**  **CODE OF CONDUCT** |  |
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To avoid conflicts of interest and ensure confidentiality, each member, or authorised officer representing a member, of the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) shall take a written oath of service to abide by the NAB Code of Conduct before assuming his or her duties. Any conflict, or perceived conflict, of interest shall be disclosed at the commencement of a NAB meeting and be recorded in the minutes. The member with the conflict of interest shall not participate in the voting on the endorsement of that project.

**Oath of Service**

*“I solemnly declare that I will perform my duties as a member, or authorised officer representing a member, of the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) pursuant to Section 9 of the Meteorology, Geological Hazards and Climate Change Act 2016, honourably, faithfully, impartially and conscientiously.”*

*“I further solemnly declare and promise that I shall have no financial interest in any project or programme considered by the NAB. Subject to my responsibilities to the NAB, I shall not disclose, even after the termination of my functions, any confidential or proprietary information coming to my knowledge by reason of my duties for the NAB.”*

*“I shall disclose to the NAB any interest in any matter under discussion before the NAB which may constitute a conflict of interest or which might be incompatible with the requirements of integrity and impartiality expected of a member of the NAB, and I shall refrain from participating in the work of the NAB in relation to such matter.”*

**CODE OF CONDUCT**

1. Each member, or any authorised officer representing a member, of the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) will:
   1. Discharge his/her duties with honesty, integrity and full regard for his/her responsibilities as a NAB member
   2. Respect the confidentiality of all confidential information acquired in his/her position as a NAB member and not make improper use of or disclose such confidential information to third parties
   3. Observe the principles of independence, accuracy and integrity in dealings with other NAB members, the NAB secretariat and NAB stakeholders
   4. Exercise personal discretion in deciding whether s/he has a real or perceived conflict of interest with respect to any matter under consideration by the NAB and take appropriate action, which may include remaining silent and/or leaving the room during deliberations and decisions of the NAB, and disclose to the NAB any actual or perceived conflicts of interest of a direct or indirect nature of which s/he is aware and which s/he believes could compromise in any way the reputation or performance of the NAB
   5. Maintain the principle of transparency in the preparation and delivery of information to other NAB members and NAB stakeholders
   6. Remain committed to observing, developing and implementing the principles embodied in this Code in a conscientious, consistent and rigorous manner.
2. A “conflict of interest” refers to any current professional, financial or other interest which could:
   1. significantly impair the individual’s objectivity in carrying out his or her duties and responsibilities for the NAB, or
   2. create an unfair advantage for any person or organisation. For the purposes of this code, circumstances that could lead a reasonable person to question an individual’s objectivity, or whether an unfair advantage has been created, constitute a potential conflict of interest.

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| **Name Signature Date** |

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**History of the document**

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| **Version** | **Date** | **Nature of revision** |
| 1.0 | NAB Meeting 9 February 2018 | Initial endorsement |