



Kenya Ships Agents Association

Mogadishu Road, Mission to Seamen Building
info@ksaa.co.ke / +254 711230675

CODE OF CONDUCT

PREAMBLE

WHEREAS

1. KSAA has as one of its primary objectives, the promotion among its members of the fair and equitable practice of the professions of ships agency and related activities.
2. KSAA urges all its members to achieve and maintain the highest professional standards.
3. KSAA has for that purpose laid down the following code of Conduct.

CHAPTER 1

GENERAL

Members will at all times

1. Act in accordance with all national laws and other regulations of Kenya and East Africa Region
2. Adhere strictly to the principles of honesty and integrity.
3. Operate in a sound and honorable financial manner.
4. Ensure that all the principal's business being handled is dealt with in confidence.
5. Co-operate with and contribute to the efforts of the appropriate authorities to combat maritime fraud, terrorism and piracy
6. Agree to complete wherever possible memoranda of understanding (M.O.U.) with national customs and other appropriate authorities.
7. To actively assist any Government Agency involved in investigation(s) on illegal trade in contraband goods.

CHAPTER 2

STAFF PROFESSIONAL QUALIFICATIONS

Members will (wherever possible)

1. Employ experienced and professionally qualified staff to cover all aspects of the business being undertaken, so as to ensure the proper performance of all the functions of ship agent and shipbroker.
2. Encourage such staff to improve their professional qualifications by assisting it to study and pass examinations based on the syllabi of recognised international shipping authorities / educational institutions.
3. At all times ensure they have sufficiently experienced and qualified staff to operate efficiently as ships agents and shipbrokers

CHAPTER 3

PROFESSIONAL CONDUCT

Members will

1. Ensure that all activities are carried out honestly with the highest standards of professional integrity.
2. By proper management, control, create and maintain a high standard of confidence that all duties will be performed in a conscientious and diligent manner.
3. Observe all National and International laws and any local regulations appertaining to the Shipping Industry.
4. Operate from a permanent address with all the necessary facilities and equipment to conduct business in an efficient and timely manner.
5. Take great care to avoid any misrepresentation and ensure that all activities are subject to the principles of honesty and fair dealing.
6. Ensure that for all dealings, the necessary authority is held from the proper party and that no action will be taken which knowingly exceeds that authority.
7. Ensure that brokers, acting for an owner shall only offer firm a vessel for any one cargo at any one time.

8. Ensure that a vessel or cargo will not, in any circumstance, be quoted unless duly authorized by a Principal.
9. Ensure that all business enquiries are bona fide by making all reasonable enquiries before placing them on the market.

CHAPTER 4

CORPORATE AND SOCIAL RESPONSIBILITY

Members will undertake to encourage key personnel to:-

1. Develop strong professional relationships with all customers and principals.
2. Accept responsibility and accountability.
3. Ensure a good and safe working environment for all concerned.
4. Establish a stable business environment to ensure that all costs are economically based and provide a reliable service to clients.
5. Make voluntary contributions towards charitable causes
6. Members should formulate policies in realizing this objective and members support and contributions shall be voluntary.

CHAPTER 5

FINANCIAL STABILITY

Members will

1. Recognise the prime importance of protecting and safeguarding all principal's funds and take all reasonable steps necessary to achieve this objective without violating the Laws of the Land.
2. Have adequate financial means to perform the company's activities.
3. Arrange a detailed annual audit by established and qualified accountants
4. Undertake to maintain all accounts in accordance with the legal requirements within the jurisdiction of their appropriate legal authorities
5. Maintain adequate liability insurance cover which can be sourced internally or through Third Party(s) to indemnify against professional negligence

CHAPTER 6

DISCIPLINE

Each and every member will

1. Express the desirability of accepting self-regulatory control by agreeing to adhere to KSAA's Code of Conduct.
2. Have its own established disciplinary procedures to investigate breaches of the code and to take such appropriate measures as may be necessary against offender
