

**Rules and regulations
on the
issuance of rules of conduct, guidelines and directives
for the Members of the Association**

(approved by the Annual Meeting of 6 September 2014)

1 Preliminary note

As the professional representative body of ordinary members and actuaries SAA (collectively the Members of the "Actuaries SAA section"), the Swiss Association of Actuaries (SAA) issues such rules of conduct, guidelines and directives for its Members to adhere to in conducting their business as are appropriate for safeguarding the exacting standards of, and confidence in, the profession.

Such rules, guidelines and directives are issued according to the procedure set forth below.

A distinction is made between rules of conduct (Code of Conduct), guidelines and directives.

2 Definitions

2.1 Code of Conduct

The Code of Conduct is compulsory for actuaries SAA and must be followed. Any breach will be met with sanctions under the disciplinary procedure.

The Code of Conduct shall be defined via a broad-based debate and consensus in the Actuaries SAA section and formal consultation with the Members. Any proposals, drafts or comments shall be communicated to all Members in good time and in full, for instance by publishing them online.

The Code of Conduct is enacted by the Members' Meeting, in which only the Members of the Actuaries SAA section are entitled to vote pursuant to Art. 15 section 4 of the Bylaws.

2.2 Guidelines

In general, guidelines are binding professional norms addressing important issues in connection with specific actuarial activities. They are binding on the members concerned but may be deviated from in justifiable cases. If the justifi-

cation offered is not compelling, however, sanctions will be applied under the disciplinary procedure.

The scope of guidelines should be clearly defined.

No guidelines shall be issued without prior consultation from the Members.

Guidelines are enacted by the SAA Board.

2.3 Directives

Directives are binding extensions of the Bylaws or the Code of Conduct. They serve to resolve or clarify any ambiguities in the wording of the existing documents.

Directives are enacted by the SAA Board.

3 Procedure for enacting rules of conduct, guidelines and directives

Suggestions, proposals or motions for new rules of conduct, guidelines or directives, or amendments thereto, may be submitted by any Member of SAA and should be directed to the Commission for Professional Matters (Commission). In consultation with the Board and appropriate expert groups, the Commission determines whether there is a need for action and if so, initiates the procedure.

Generally, it is for the Commission to determine whether it is a discussion draft of a new Code of Conduct guideline or directive that needs preparing or rather the amendment of the existing Code of Conduct, guidelines or directives. However, the Commission may also do so on instruction from the Board.

Where applicable, the Commission appoints an expert group to address the issue or instructs an existing expert group to draw up a discussion paper on the matter at hand. The head of the expert group appoints suitable members to the group. The head may also appoint non-members and is responsible for the following steps of the procedure up to submission to the Commission. The Board is authorised to influence or stop the procedure.

The discussion draft prepared by the expert group is submitted first to the Commission and then to the Board. The Board decides how to proceed.

For rules of conduct and guidelines, the next step is consultation with the Members.

For rules of conduct, the Board with due regard to the outcome of the consultation process, decides whether these are to be submitted to the Members' Meeting for approval.

For guidelines, the Board with due regard to the outcome of the consultation process decides if these should enter into force.

Directives may be enacted by the Board without prior consultation.

4 Appeal process and repeals

Any motion for the repeal or rewording of an existing rule of conduct, guideline or directive should be lodged with the President.

A motion is valid if 10% or more of the Members support it in writing or via e-mail.

The motion shall include a coherent argument as to why a rule of conduct, guideline or directive is being objected to or sought to be reworded or even repealed. Moreover, the motion shall put a pointed question to the Member's Meeting ("Are you in favor of deleting guideline XY without substitution?").

Any Member may, with the support of the SAA office, consult the Members of the Association and submit a proposal.

Pursuant to Art. 15 section 5 of the Bylaws, any motion is subject to a vote by the Members' Meeting.