

Code of Ethics and Conduct

Kent&Co

Code 1 of 2017

1. The Kent&Co Code of Ethics - which are published herein – apply to individual consultants, contractors and / or all parties rendering a service on behalf of or under instruction of Kent&Co.
2. By rendering assistance or a service as an individual consultant, contractor and / or any other party (hereinafter “the Associate”) to Kent&Co, regardless of whether formally or informally, you hereby swear to abide by this Code of Ethics and Conduct.
3. Associates shall comply with the rules of professional conduct as set out below. An associate who fails to so comply shall be guilty of unprofessional and/or dishonourable and/or unworthy conduct.
4. Associates shall at all times:
 - 4.1. maintain the highest standards of honesty and integrity;
 - 4.2. treat the interests of their clients as paramount, provided that their conduct shall always be subject to:
 - 4.2.1. their duty to the Constitution of the Republic of South Africa, 1996;
 - 4.2.2. the interests of justice;
 - 4.2.3. the observation of the law and;
 - 4.2.4. the maintenance of the ethical standards prescribed by these rules and generally recognised by the industry including but not limited to airmanship.
 - 4.3. honour any undertaking given in the course of their practice, unless prohibited by law;
 - 4.4. refrain from doing anything in a manner prohibited by law or by this Code which places or could place them in a position in which a client's interests conflict with their own or those of other clients;
 - 4.5. maintain confidentiality regarding the affairs of present or former clients, unless otherwise required by law;
 - 4.6. respect the freedom of clients to be represented by an Attorney;
 - 4.7. account faithfully, accurately and timeously for any of their clients' money which comes into their possession, keep such money separate from their own money, and retain such money for so long only as is strictly necessary;
 - 4.8. retain the independence necessary to enable them to give their clients unbiased advice;
 - 4.9. advise their clients at the earliest possible opportunity on the likely success of such clients' cases and not generate unnecessary work, nor involve their clients in unnecessary expense;
 - 4.10. use their best efforts to carry out work in a competent and timely manner and not take on work which they do not reasonably believe they will be able to carry out in that manner;
 - 4.11. remain reasonably abreast of developments in the law and legal practice of aviation;
 - 4.12. behave towards their colleagues, including other associates, with integrity, fairness and respect and;
 - 4.13. refrain from doing anything which could or might bring the aviation profession and / or Kent&Co into disrepute.
5. Associates may, on the basis of specialised qualifications or experience, hold themselves out as being specialists or as offering specialist services, provided that if an associate claims specialisation or expertise in any branch of the law or aviation, Kent&Co may:
 - 5.1. require an associate to show good cause by a specified date why he or she should not be ordered by Kent&Co to cease to hold himself or herself out as a specialist or as expert in any particular branch of the law or aviation and;
 - 5.2. order the associate to cease holding himself or herself out as a specialist or expert in the branch of the law concerned if it is the opinion of Kent&Co that the associate's claim is not justified.
6. An associate shall, within a reasonable time, reply to all communications which require an answer unless good cause for refusing an answer exists.
7. An associate shall respond timeously and fully to requests from Kent&Co for information and/or documentation which he or she is able to provide.
8. An associate shall comply timeously with directions from Kent&Co.
9. An associate shall:
 - 9.1. refrain from accepting from any person directly or indirectly any sum of money which it is agreed or intended should be used as payment or part payment for services to be rendered or for disbursements to be made in the future in the event of any future act or omission forming the basis of any criminal charge against the person by or for whose benefit such payment was made;

- 9.2. issue and, on request, hand over or otherwise deliver to the person making payment, a receipt for any money received;
- 9.3. not overreach a client or overcharge the debtor of a client, or charge a fee which is unreasonably high, having regard to the circumstances of the matter;
- 9.4. perform professional work or work of a kind commonly performed by a professional consultant with such a degree of skill, care or attention, or of such a quality or standard, as in the opinion of Kent&Co may reasonably be expected;
- 9.5. in any communication with another person on behalf of a client:
 - 9.5.1. not represent to that person that anything is true which the associate knows, or reasonably ought to know, or reasonably believes, is untrue; or
 - 9.5.2. not make any statement that is calculated to mislead or intimidate that other person, and which materially exceeds the legitimate assertion of the rights or entitlement of the associate's client; or
 - 9.5.3. not threaten the institution of criminal proceedings against that other person in default of that person's satisfying a concurrent civil liability to the associate's client; or
 - 9.5.4. not demand the payment of any costs to the associate in the absence of an existing liability therefor owed by the person to the associate's client.

---END---