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November 2023

## **Code of Conduct - daa plc Board of Directors**

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## Code of Conduct for daa Board Members

### Introduction:

Our Purpose “to enable business and connect lives across the world” defines who we are as a business and why we exist. We have defined our values as respecting each other’s value, brilliant at the essentials; passing the baton, not the buck; and always better. Our values guide us in the delivery of our vision to be airport industry leaders, delivering excellence in a sustainable future.

### Intent and Scope

In line with best practice, the Board of daa plc (“daa”) adopts a Code of Conduct applicable to all daa Board members and to daa nominees on boards of subsidiary and associated companies. This Code of Conduct incorporates the requirements of the *Code of Practice for the Governance of State Bodies, the Annex to the Code of Practice on Gender Balance, Diversity and Inclusion and Amendments to the Annex on Remuneration and Superannuation* issued in August 2016, September 2020 and July 2021 respectively, (the “Code of Practice”) and is modelled on the framework (Appendix C) provided in the Code of Practice. The Code of Conduct should be read in conjunction with the *Board Terms of Reference* and daa’s *Anti-Bribery, Corruption & Fraud Policy*.

The objectives of this Code are:

- to establish an agreed set of ethical principles,
- to prevent the development or acceptance of unethical practices,
- to provide a clear outline of expected behaviour for board members; and
- to promote and maintain confidence and trust in daa.

A copy of this Code is provided to new directors as part of their induction.

### General Principles

Board members are required to observe high ethical personal and professional standards and promote proper ethical values in the Company, consistent with daa’s Values - Brilliant at the Essentials, Respecting Each Other’s Value, Passing the Baton not the Buck and Always Better.

Board members are expected to:

- exercise sound judgement;
- devote to the performance of their duties as much time as may be necessary for the proper and efficient discharge of their duties and use their reasonable endeavours to attend all Board and Board committee meetings;
- comply with their fiduciary and general duties in accordance with the Companies Act;
- comply with the requirements of legislation relevant to daa including, but not limited to the Irish Companies Act, Air Navigation & Transport Acts, State Airports Acts, Safety, Health & Welfare at Work Acts, Employment and Equal Status legislation and Ethics in Public Office Acts, and the laws and regulations of the countries in which daa and its subsidiaries operate. Where

a Board member finds evidence that there is non-compliance with statutory obligations, he/she should bring the matter to the attention of fellow Board members with a view to having the matter rectified and reviewing arrangements to ensure compliance with statutory obligations;<sup>1</sup>

- comply with requirements of the Code of Practice;
- co-operate with internal and external investigations if required, including internal audit;
- value our people and embrace equality, diversity and inclusion.

## Integrity

Board members are expected to undertake their duties honestly and responsibly and with a high degree of integrity demonstrated by:

- disclosing interests as required by the Companies Act, the Air Navigation & Transport (Amendment) Act, 1998, the Ethics Acts and the Code of Practice. Procedures for dealing with disclosure of interests are set out the *Board Terms of Reference*;
- avoiding conflicts of interests and where situations arise that may give rise to a conflict or a potential conflict, following the procedures set out in the *Board Terms of Reference*;
- being fully tax compliant;
- avoiding using daa's resources for personal gain, for the benefit of persons/organisations unconnected with daa or its activities or for the benefit of competitors, which includes:
  - avoiding giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions.
  - ensuring a culture of claiming expenses only appropriate to business needs;
- competing vigorously but acting honestly and fairly in business dealings;
- valuing customers and treating customers fairly.

## Loyalty

Board Members are required to be loyal to the daa and fully committed to the success of its business activities, taking due account of the interests of the shareholder as owner.

## Fairness

Board Members are required to:

- comply with employment equality and equal status legislation.

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<sup>1</sup> The Code of Practice also requires that such matters be brought to the attention of the relevant Minister by the Chairperson indicating (i) the consequences of such non-compliance and (ii) the steps that have been or will be taken to rectify the position.

- commit to honesty and fairness in all business dealings.
- respect the human rights of other individuals and treat everyone with courtesy and respect.

### **Information & Confidentiality**

Board members are expected to ensure that:

- they do not acquire information or business secrets by improper means;
- they respect the confidentiality of sensitive information held by daa. This includes:
  - commercially sensitive information (including, but not limited to, future plans or details of major organisational or other changes such as restructuring);
  - information received in confidence;
  - price sensitive information.
- they comply with the requirements of data protection legislation and ensuring frameworks are in place to ensure personal data is handled with care.

Section 36 of the Air Navigation & Transport (Amendment) Act imposes a duty on Board members to preserve confidential information received. A breach of this Section 36 is an offence. Board members should safeguard company documents and not retain them after their term of office ceases.

Board members are subject to the provisions of the *Irish Market Abuse Regulations* (MAR) and are on the Company's Permanent Insider List for the purpose of the Regulations.

Confidentiality obligations do not cease when Board membership in daa has ended.

### **Corporate Social Responsibility and Employees**

Board members should take all reasonable steps to ensure that in taking decisions

- community concerns are considered;
- detrimental impacts on the environment are mitigated against;
- the health and safety of employees is promoted and preserved.

Board members should also promote a culture of 'speaking up' whereby workers can raise concerns regarding instances of wrongdoing in the workplace without fear of reprisal.

### **Contact**

Any questions or queries in relation to this Code should be directed to the daa Company Secretary.

### **Review**

This Code of Conduct was approved by the Board on 17 November 2023 and will be reviewed at least every two years and as required.