

This Bulletin is primarily intended for Joint Ventures and other entities who have adopted the JIG Business Principles.

It gives details of a recent update to the JIG Business Principles and all associated documents. There are now some new guidelines or revised language for Cyber-security, Human Rights and Trade Control Laws.

Background:

The JIG Business Principles were introduced in July 2014 to provide governance guidelines in key areas to help any operator to manage and reduce the potential liabilities and risks associated with conducting their business. They cover the topics of HSSE, Employees, Business Relationships, Business Integrity and Property & Financial Integrity. The Business Principles are tailored towards the activities of Joint Ventures but may be successfully adopted by any entity doing business on airports.

Summary of Changes:

This version of the Business Principles Manual (v1.3) has been updated in 3 areas:

- Human Rights commitments resulting from the adoption of the United Nations Declaration of Human Rights.
- Update to the requirements to comply with sanctions, export control and anti-boycott laws, now termed Trade Control Laws. The update includes a definition of and the requirement to take into account Related Parties of contractual counterparties.
- Addition of a governance requirement for Information Security and Data Protection in a new Chapter 7.

Documents to implement and maintain Business Principles:

To accompany this update, all the documents associated with this subject have been updated and are available for JIG Members to download from the website at <https://www.jig.org/standards-publications> and can be accessed quickly by filtering for the “CP Business Principles” Category in the Policy & Governance tab. A short explanatory video is also available [here](#).

The full suite of Business Principles documents comprises:

1. **CP 7.01* Business Principles Manual** – outlines the recommended contents of a Business Principles Manual that should be suitable for typical storage, hydrant and into-plane operations and provided a framework that should ensure the appropriate policies and procedures are in place in order to work ethically and in compliance with the law.
2. **CP 7.01A* JIG Standard JV Agreement Business Principles Clauses** – contains standard form legal clauses that JV Participants can adopt in addition to the JIG Template JV Agreements to align with the latest guidelines of Business Principles.
3. **CP 7.01B Business Principles Manual Management Guidance on Intent and Application** – a presentation training pack that provides guidance information for Management to assist them in

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understanding the intent of the Business Principles Manual so that they can be appropriately applied to their own specific circumstances.

4. **CP 7.01C Business Principles Annual Compliance Audit** – this document sets out a number of audit questions to help the Site Manager produce an annual compliance statement confirming that the entity is complying with its own Business Principles.
5. **CP 7.01D Business Principles Manual – Review Form** – this document can be used by JVs to complete a gap analysis against their existing business principles and policies.

Note * - To make this set of documents easier to understand for new Users, the main document – **Business Principles Manual** - has been re-numbered CP7.01 and the accompanying adjustments to **Standard JV Clauses** is now numbered CP7.01A.

ACTIONS TO IMPLEMENT THIS BULLETIN (SEE TABLE 2 FOR ACTION TYPE CODES)

Action Description	Action Type	Effective date
Entities that have formally adopted Business Principles shall review their current policies and procedures for alignment.	RA	31/12/2021
Entities that have formally adopted Business Principles should discuss this update at their next Board or Management Committee Meeting to ensure that all Stakeholders are aware of the commitments and understand their obligations towards them	RP	n/a
Entities that do not use the Business Principles are recommended to review them to establish whether any elements could strengthen their existing governance provisions.	RP	n/a

Table 2 Action Type Codes

Action Types	JIG Bulletin Action Type Definition
JS	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4, EI/JIG 1530 and the JIG HSSE Management System).
RA	Required Action to implement one off verification or checks outlined in the table of actions.
RP	JIG Recommended Practice which the JV/Operator should consider adopting as its own practice (**).
I	Issued for information purposes only.

Note ()** - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board.

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