

## Company and Partner Code of Conduct

### Introduction

Our Company is committed to conducting business with the highest standards of ethics, integrity, and compliance. This Code of Conduct outlines the principles and guidelines that all employees, partners, and stakeholders are expected to adhere to. By following this Code, we ensure a respectful, fair, and transparent business environment.

### 1. Integrity and Compliance

- **Legal Compliance:** All employees and partners must comply with all applicable laws, regulations, and policies. Ignorance of the law is not an excuse for non-compliance.
- **Honesty and Transparency:** Always act honestly and transparently in all business dealings. Misrepresentation, fraud, or deceit is strictly prohibited.
- **Confidentiality:** Protect confidential information and respect the privacy of clients, employees, and partners. Do not disclose sensitive information without proper authorization.

### 2. Respect and Fairness

- **Equal Opportunity:** Promote a work environment free from discrimination and harassment. Treat everyone with respect and fairness regardless of race, gender, age, religion, nationality, or any other characteristic.
- **Harassment and Bullying:** Any form of harassment, bullying, or intimidation is not tolerated. Report any incidents immediately to ensure a safe and respectful workplace.
- **Conflict of Interest:** Avoid situations where personal interests could conflict with professional duties. Disclose any potential conflicts of interest promptly.

### 3. Professionalism

- **Quality of Work:** Strive for excellence and deliver high-quality work consistently. Take responsibility for your actions and outcomes.

- **Accountability:** Be accountable for your actions and decisions. Accept responsibility for mistakes and take steps to correct them.
- **Team Collaboration:** Foster a collaborative and supportive work environment. Share knowledge, assist colleagues, and work together towards common goals.

#### 4. Ethical Business Practices

- **Fair Competition:** Compete fairly and ethically. Do not engage in practices that unfairly disadvantage competitors or manipulate markets.
- **Anti-Bribery and Corruption:** Do not offer, give, solicit, or accept any form of bribe or corrupt payment. Ensure all business dealings are free from corrupt practices.
- **Sustainable Practices:** Promote sustainability and environmental responsibility. Strive to minimize the environmental impact of our operations.

#### 5. Health and Safety

- **Workplace Safety:** Ensure a safe and healthy work environment. Follow all safety guidelines and report any hazards or incidents immediately.
- **Well-being:** Promote the physical and mental well-being of all employees. Encourage a balanced work-life approach and provide support where needed.

#### 6. Use of Company Resources

- **Resource Management:** Use company resources, including time, materials, and information, responsibly and efficiently.
- **Intellectual Property:** Respect and protect intellectual property rights. Do not use proprietary information without authorization.

#### 7. Reporting and Enforcement

- **Reporting Violations:** Report any violations of this Code of Conduct promptly. Reports can be made to supervisors, HR, or through designated reporting channels.
- **Non-Retaliation:** No retaliation will be tolerated against anyone who reports a violation in good faith.

- **Enforcement:** Violations of this Code may result in disciplinary action, up to and including termination of employment or partnership.

## Conclusion

Adhering to this Code of Conduct is essential for maintaining the trust and respect of our clients, partners, and each other. Thank you for your commitment to upholding these standards and contributing to a positive, ethical, and successful work environment.

Best regards,

Richard Thomas Riley, CEO

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On behalf of tango komunikacije d.o.o.

Date: 15.08.2024.

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Please review and acknowledge your understanding and commitment to this Code of Conduct by acknowledging via email.