

## **ETHICAL CODEX DUING d.o.o. FOR BUSINESS PARTNERS**

**Ethical codex DUING d.o.o. for business partners is a summary of ethical rules that are particularly important in business relations of our company. Holding on to this ethical codex is expected from all of our business partners. Business partners are considered suppliers, buyers and other parties to a contract in business relations to DUING d.o.o.**

**Corruption** – business partners of DUING d.o.o are obliged on doing business without any kind of corruption or fraud, receiving or giving bribe, nepotism, blackmail or any other criminal activity.

**Respect of trade secrets and confidential information** – business partners are obliged to guard integrity and confidentiality of business and professional secrets that are property of DUING d.o.o.

**Assets** – business partners take over responsibility for assets entrusted to them and appropriate use of those assets.

**Intellectual property** – business partners are obliged to respect intellectual property of DUING d.o.o. in accordance with the applicable legislation on protection of intellectual property.

**Compliance with the Act on Competition** – business partners of DUING d.o.o. will undertake the business in accordance with contractual requirements, applicable legislation and standards of market competition. Business partners are not allowed to use privileged information to obtain material benefits.

**Respect of universal human rights** – business partners of DUING d.o.o. are obliged to respect religious freedom and freedom of gathering of its workers, their free time and assure regular paid leave. They are also required to secure fair employment and rewarding policies in accordance with the applicable legislation.

**Avoiding discrimination** – business partners of DUING d.o.o. must not discriminate anyone by their social, national, ethnic, religious, political, marital or any other characteristic.

**Ethical behaviour** – business partners are not allowed to conduct in an abusive, threatening or malicious manner.

**The practice of exploitation and inhuman working conditions** – business partners of DUING d.o.o. will not tolerate any kind of forced, child or bonded labour.

**Security and protection of environment and people's health** – business partners of DUING d.o.o. will hold on to the applicable legislation on security and protection of environment and people's health.

**Encouraging open and honest communication** – from business partners in any type of communication is expected holding on to principles of cultural business communication, timeliness of communication, truthfulness and reliability in communication and clarity of communication.

**Conflict of interest** – business partners of DUING d.o.o. commit themselves to prevent conflict of interest in employment and implementation of the procurement of goods and services, disloyalty of competition, unlawful acquisition of assets and trading in influence.

**Products and services** – suppliers of DUING d.o.o. are obliged to ensure quality and security of their products and services.

Business partners will inform DUING d.o.o. in case of violation of rules of Ethical codex. Serious breach of rules of Ethical codex will lead to a break of business relations with business partner for which there is a based evidence of unethical conduct. DUING d.o.o. will encourage all of its business partners on application and respect of ethical rules between all of suppliers, subcontractors and other contractual partners.

**Support us in our efforts directed towards ethical business behaviour!**



**If you have any questions or suggestions considering ethical behaviour or you want to report unethical behaviour, please contact ethical commissioner at DUING d.o.o. on this e-mail – [eticki.povjerenik@duing.hr](mailto:eticki.povjerenik@duing.hr)**

**DUING d.o.o.**