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Confederazione degli Imprenditori Italiani nel Mondo
Confederation of Italian Entrepreneurs Worldwide
Dünyadaki İtalyan Girişimciler Derneği

ETHICAL RULES



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Ethical Rules

Preamble

This document describes personal and professional behavior rules and standards to be adopted and complied with by the business community and is designed to serve as a guide to the functioning of a free enterprise system.

It summarizes general principles for good business relations.

Its purpose is regulatory and ameliorating.

It incorporates the realities of contemporary business.

Voluntary adoption of the contents of this document rather than the control and sanctions contained herein is the source of its strength.

Goals

- To identify universally accepted principles of business ethics that enable the free enterprise system to work.
- To establish and improve mutual trust in business life.
- To prevent conduct and behaviour this contravenes good business ethics.
- To promote the acceptance and improvement of good business ethics in one's transactions and one's sector.

Employees

Individuals and organizations should make every effort to have their employees adopt the principles of this document and apply them in their fields and in their lives.

General Principles:

Honesty

Individuals and institutions should be honourable and honest in business.

In practice this principle comprises the following conduct and behaviour.



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In business life ***individuals and organisations:***

- should not knowingly harm others by their commercial acts and goods
- should not use for their own benefit any information that should be kept secret
- should not grant favours to ***individuals or organisations*** which could impair their independent decision-making process
- should not falsely advertise their own or others' commercial or financial standing, or act in a misleading fashion.
- should assume responsibility for their products and services
- should not deviate from law and internationally accepted principles of honesty, and should not engage in acts of unfair competition

Secrecy (Protection of Data)

- **Individuals and organizations** should take care not to divulge information entrusted to them, except for the reasons for which such information was originally imparted.
- **Individuals and organizations** should respect the secrecy of information, unless they have received permission to do otherwise from their business associates or customers, or unless they are required by law to divulge such information.
- **Individuals and organizations** should assume responsibility for assuring that information is not used inappropriately or unjustly.

Respect for Law

Individuals and organizations must respect the legal system of Turkey

In this context, ***individuals and organizations:***

- Must perform all administrative and supervisory obligations prescribed by law.
- Must refrain from keeping false, incorrect or inaccurate, or giving misleading information to the authorities.
- Must refrain from committing illegal or criminal acts or acting in ways which are disapproved of by business and/or social ethics.
- Must refrain from acting contrary to the requirements of the free market and competition.



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Working Conditions

Individuals and organizations must not discriminate against their employees on the basis of race, color, religion or sex.

Employees should not be harassed for these reasons.

Actions that may be considered racial, sexual, or religious harassment must not be tolerated in the workplace.

All personal information about employees and members must be kept secret.

Encourages employees to achieve the knowledge and skills that will contribute to their professional development

They share and exchange decisions and information as for the future of the organization, provided to observe and comply with those restrictions imposed by the laws and competition.

They are engaged with and pursue organizational activities where members and employees advises, opinions and complaints are heard and taken into consideration.

They try their best to improve and further, implement and promulgate professional traditions. They help those unwritten traditional business and ethical rules widely spread and comprehended throughout the country.

Information Gathering

Individuals and organizations should not attempt to gather secret information by resorting to actions or methods which are disapproved of by business and/or social ethics.

Regularly provides reliable and detailed information to members and investors to enable them to take decisions based on accurate information



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The Environment

Individuals and organizations should not allow their activities to pollute the environment and should obey all environmental laws, and responsible care codes of management practices declaration signed by our organizations.

Political Relations

Organizations does not direct the relationships of its employees and members with political parties for achieving commercial interest and does not try to obtain any individual or corporate interest from these relationships.

Individuals and organizations should make every effort to comply with "Business Ethic Principles", determined by the Board of Directors as defined here above. Employees and members can directly apply to the Board of Directors for the employees and members acting in contrary with these principles and rules. The Board of Directors, at its discretion conducts an investigation regarding the complained employee or member and takes the final decision.

(This document will be revised and expanded upon when deemed necessary)

I have read the above determined Business Ethic Principles of Organik Group of Companies and I confirm to comply with these rules.

INDIVIDUAL - NAME & SURNAME:

TITLE:

ORGANIZATION:

PLACE & DATE:

CONFIRMATION & SIGNATURE: