

## **CODE OF CONDUCT**

### **Stowarzyszenie Klaster Technologii Informatycznych w Budownictwie**

#### **PREAMBLE**

The provisions of the present Code of Conduct (hereinafter, the "Code") shall apply to the activities of the Members of Stowarzyszenie Klaster Technologii Informatycznych w Budownictwie (hereinafter, the "Association"). The approval of the statutes of the Association shall mean that the Members of the Association assume the obligation to abide by the rules contained in the present Code in their relationships with other Members of the Association and with the third parties so as to care for good name and reputation of the Association. The purpose of the present Code is to establish the rules of ethical business conduct as well as to highlight the general system of values to become a point of reference of any and all activities of the Members of the Association. The said rules shall be translated into the standards which determine positive competition, co-operative culture of the business, and partnership-based teamwork in the area of our trade. Approval of such standards shall mean that the Members of the Association will contribute to the process of building a friendly platform of co-operation and a new value for the Association and, as a result, will concurrently create the future of the Association.

#### **RULES OF THE CODE:**

##### **PARTNERSHIP-BASED TEAMWORK**

1. The Members of the Association shall build their relationships with other Members of the Association on the background of mutual respect, understanding, and goodwill, always subject to the principle of honesty and partnership-based approach to all the participants in the Association.
2. The Members of the Association shall avoid the conflicts and the attempts to build their position in the Association by means of doing harm to the others as well as shall endeavour to ensure that their activities which are connected in any way with the affiliation to the Association be always open, transparent, and understandable.
3. In their activities, the Members of the Association shall care for good name and reputation of the Association. They shall undertake no activities which may damage the business of the Association or do harm to its Members.
4. The Members of the Association shall endeavour to care for the image of the Association and acknowledge they share the applicable liability. By using the brand of the Association, the Members shall specifically care for professional, fair, and reliable nature of their activities and endeavour to integrate the reliability of services with promotion of the Association and of its affiliates.
5. The Members of the Association shall have no right to express officially the opinions or statements for and on behalf of the Association, except pursuant to a necessary power of attorney to be granted by the Board of the Association.

##### **RULES OF POSITIVE AND FAIR COMPETITION**

1. The Members of the Association shall neither disclose nor use information acquired in connection with their affiliation with the Association, in a manner which may do harm to anybody. In the case of meetings of the Members of the Association for the purposes of joint activities or projects, the participants in such meetings may request full confidentiality of information disclosed on the meeting, the said request to be submitted in a written form and notified to the Board of the Association who will develop and/or approve of the content of necessary statements and record the same in the files of the Association.
2. In compliance with the “fair play” rule, the Members of the Association shall refrain from accessing the monopolies, collusions, and concealment schemes concerning information which must be open, transparent, and publicly available.
3. The Members of the Association shall not transfer the benefits which bear attributes of corruption and may have an impact on the decision-making process.
4. The Members of the Association shall avoid the circumstances where personal interests might be contrary to the interests of the Association. In the case of conflict of interests, the Members of the Association shall notify the Association of the occurrence of the same.
5. In their activities consistent with the principle of fair competition the Members of the Association shall comply with the letter of law and keep confidential the trade secrets.

### **CULTURE OF ENTREPRENEURSHIP**

1. The Members of the Association shall act in their own name and refrain from using third-party trademarks, brand marks, and product names.
2. The Members of the Association shall profile their relationships with the partners, subcontractors, and employees with due account of the carrier-of-rights status of such persons. The Members of the Association shall not use dependency and subordination relations in order to compel to the behaviours which bear no connections with accomplishment of the business missions.
3. The Members of the Association shall not conduct negative publicity and shall refrain from building untruthful image of their enterprise or competitors.
4. The Members of the Association shall persistently endeavour to improve the quality of their offer of product and services as well as care for personal evolution of their employees by offering them the opportunity of self-actualisation in the course of their undertakings.
5. The Members of the Association shall act in compliance with the general social standards and the applicable regulations, remain true to their word, and make no empty promises.

Kraków, 9 March, 2018