

SWISS-SERBIAN CHAMBER OF COMMERCE's
CODE OF INTEGRITY

Swiss-Serbian Chamber of Commerce (SSCC) is committed to conducting its business with honesty and integrity. The principles outlined in this Code are designed to ensure that SSCC's members¹, employees and Board members act in accordance with not only its Code of Integrity, but also in the spirit of the laws and regulations that apply to the Association's scope of activities. It is the personal responsibility of SSCC members and SSCC's employees, as well as of Board members, to read and understand the Code and commit to uphold its principles.

INTEGRITY PRINCIPLES:

- 1) **Compliance with laws, rules and regulations.** Both SSCC's employees and members must respect and obey all laws that apply to the Association's work, including state and local laws in the areas in which the Association operates. SSCC's employees and members must avoid any activity that is or appears illegal or unethical.
- 2) **Fair practice:** SSCC shall endeavor to deal fairly with all members, suppliers, associates and employees. If a member, supplier, or associate wishes to support SSCC's development by providing its services free of charge, it should be done on a voluntary basis only and without any expectations that SSCC will in return provide any form of privileged treatment, information or free membership.
- 3) **Ethical behavior.** All SSCC's employees and SSCC members must be committed in acting ethically, in fairness and respect for others. SSCC's decisions will be guided by respect for and standards of good behavior, not by arbitrary choices or personal preferences.
- 4) **Transparency.** SSCC's work, activities and decision-making must always be in line with good transparency practices. All decisions adopted and approved by SSCC's Board will be regularly communicated to SSCC members.
- 5) **Integrity of services.** SSCC services must be undertaken professionally and honestly in accordance with agreed standards, methods and policies.

¹ In this text, the term '*SSCC member*' refers to the company's designated representative in SSCC (in case of corporate membership) and SSCC's individual members (in case of individual membership).

- 6) **Conflicts of interest.** Conflicts of interests are prohibited as a matter of SSCC's internal policy. A conflict of interest arises when SSCC employee's and/or member's opportunity for personal gain could interfere with his/her judgment, objectivity, independence or loyalty to SSCC.

In case SSCC's employee and/or Board member become aware that (potential) conflict exists, he/she should bring it to the attention of SSCC's Board.

- 7) **Confidentiality of information.** Both SSCC's employees and Board members may learn information about SSCC's members that is not known to the general public or to competitors. SSCC's employees and Board members must maintain the confidentiality of information entrusted to them by SSCC's members or associates.

Any questions about whether information is confidential should be directed to the concerned member and cannot be further disseminated without the member's prior approval.

- 8) **Anti-corruption practices:** SSCC does not engage in bribery or corruption of any form, neither in Switzerland nor Serbia, and fully supports the fight against bribery or corruption. Both SSCC's employees and members must not offer or make any illegal payments or gifts in general. Illegal payments are strictly prohibited.

- 9) **All SSCC's members** commit to fully support and abide by the above listed '*Integrity Principles*'. By signing the Membership Application Form, the company-member's designated representative in SSCC, as well as SSCC's individual members, commit to act accordingly to the '*SSCC's Code of Integrity*'.