

# **Georgia-Swiss Business Association**

## **CODE OF CONDUCT**

As members of the Georgia-Swiss Business Association, our goal is to operate and conduct our business in accordance with the laws of the countries where business is conducted, and to accept certain guiding principles based on international business practices as a preferred code of conduct.

This Code of Conduct is based on a commitment to fundamental values of integrity, transparency and accountability. Members shall aim to create and maintain a trust-based and inclusive internal culture in which bribery is not tolerated.

Without attempting to draw up detailed guidelines to govern every situation that might arise in the course of diverse and complex business activity, we have established these basic principles as general operating guidelines.

In compliance with the Statutes of the Georgia-Swiss Business Association, the present Code of Conduct, which constitutes an integral part of them, shall be signed yearly by each of its members.

### **I. General rules of conduct**

Members are committed to fully comply with the laws of the countries where business are made to which they are subject. Each member is responsible to ensure this compliance and to secure the legal assistance which may be needed.

Members will avoid knowingly assisting any third party in violating any law by creating false documents or by any other means.

Members will ensure that their management and supervisors are familiar with applicable labor laws and corporate policies and will take responsibility for preventing and detecting violations in the course of their business operations.

Members must act within the law and regulations, procedures and practices laid down in relation to the code of conduct.

Members must avoid all conflicts of interest between work and personal affairs. Business relations should be the result of a genuine competitive process rather than awarding contracts based on personal preference.

Members must foster an atmosphere in which fair treatment and equal opportunity extends to every member of the Georgia-Swiss Business Association.

## **II. Improper Business Behaviour**

Members must adopt proper and adequate measures to prevent fraud and corruption.

The members of the Association should prohibit the offer, gift or acceptance of financial advantage in any form, including kickbacks, on any portion of a contract payment, or the use of other routes or channels to provide improper benefits to members, employees or government officials.

Gifts, hospitality and entertainment must not be intended or appear to be intended to influence a decision or action and must be kept within social and legally acceptable norms.

## **III. Labour Relations**

Members are committed to provide a safe, healthy and respectful workplace and fair working conditions to all its employees. No discrimination or harassment based on gender, national origin, ethnicity, sexual orientation, age or disability will be tolerated.

## **IV. Preventing money laundering**

The members of the Association shall ensure that the funds which are entrusted to them are not of a criminal origin.

In this perspective, the members shall:

- Undertake further verification when, in the course of business relations, doubts arise as to the identity of the beneficial owner of the funds;
- Draw up and retain documents relating to transactions affected and to clarification required;
- Ensure that their staff receives adequate training and that checks are carried out.

## **V. Publicity**

The members shall further refrain from any publicity which would directly or indirectly affect the reputation of another member of the Association.

## **VI. Implementation**

Members shall insure that their employees get a copy of this code of conduct. The management of each member shall monitor compliance with the code.

Non-compliance with the Code of Conduct by a member may result in exclusion of the concerned party from the Georgia- Swiss Business Association

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Tbilisi, December 2005