

CODE OF CONDUCT

Introduction

“Transparent Business for Legal Salaries” is a joint project of the European Business Association and Lugera - The People Republic (hereinafter - the organizers). The project aims at promoting transparent business practices with a focus on responsible labour relations according to best practices.

Participants and terms of joining

Any legal entity registered under Ukrainian law and engaged in business activities, regardless of field of activity and size, may wish to join the project.

To become a participant of the project, you should share and follow the below mentioned Ethical Guidelines and complete the online application form. The organizers rely on the accuracy of the information provided and cannot hold responsibility for any inaccurate or false information about the company, its activities, principles and practices, which it adheres to. The information provided is intended solely for use by project organizers. The organizers reserve the right to ask the applicant to supplement or clarify the questionnaire if it turns out to be incomplete or unclear.

The decision to accept or decline the application is taken by the project organizers according to the information provided in the applicant's questionnaire. The organizers shall inform the applicant of the decision taken within 7 working days after making the relevant decision by sending a notification via electronic means to the contact person indicated in the applicant's questionnaire. The organizers are not obliged to explain the reasons for rejecting the applicant's questionnaire.

The list of participants of the “Transparent Business for Legal Salaries” project is published and regularly updated on the [project's website](#). In case of voluntary exiting the project or exclusion based on belowmentioned reasons, the organizers exclude such entity from the list of project participants on the project's website without undue delay.

Personal data regulations

Within the “Transparent Business for Legal Salaries” project the personal data of the staff of project's applicants\participants can be processed. Such processing is carried out by the organizers in accordance with the [European Business Association's Privacy Policy](#) and [Privacy Policy of Lugera - The People Republic](#).

Project's logo and usage guidelines

Project participants have the right to place the project's logo on their website, according to the guidelines below. In order to do so, a participant must send an inquiry to info@legalsalaries.com.ua. The logo is sent to the email address of the participant's contact person specified in the questionnaire.

The organizers approved the logo of the “Transparent Business for Legal Salaries” project, which looks like this in the Ukrainian version:



ПОШИРЮЄМО МОДУ НА «БІЛІ» ТРУДОВІ ВЗАЄМВІДНОСИНИ

In the English version:



SETTING A TREND FOR TRANSPARENT AND LEGAL LABOUR RELATIONSHIP

In order for participants to use the logo correctly, it is only necessary to use the logo in the format provided by the project organizers.

Termination of the project

The project organizers reserve the right to exclude a participant from the project if a company provides false information at the stage of filling in the questionnaire or in case of violation of the Ethical principles to be followed by the project participants. In such a case, the organizers shall inform the company of such decision within a reasonable time by sending a relevant message by electronic means to the address of the contact person indicated in the applicant's questionnaire.

The company may terminate the project on its own initiative by warning the organizers at least 7 calendar days before the desired date of termination of its participation with the relevant information message sent to info@legalsalaries.com.ua.

In such a case, the company is obliged to stop using the project's logo as soon as possible but not later than within 3 working days and to remove it from the website and / or all materials where it is used.

Changes to the code of conduct

Organizers reserve the right to unilaterally amend this code of conduct. We recommend that you check the project website regularly for any changes that will take effect from the date of their upload.

ETHICAL GUIDELINES OF LABOUR RELATIONS

FIELD OF APPLICATION

It is expected that each participant of the "Transparent Business for Legal Salaries" project will adhere to the Ethical Guidelines. Ignorance or misunderstanding of the provisions of this document as such is not an excuse for behaviour that does not conform to these principles.

VIOLATIONS OF ETHICAL GUIDELINES OF LABOUR RELATIONS

If a project participant violates any of the following principles / rules, the organizers will have the right to review the participation of the respective company in the project.

EXPLANATION OF THE PROVISIONS OF ETHICAL GUIDELINES OF LABOUR RELATIONS

Understanding these guidelines and following them in practice is the responsibility of each project participant. Therefore, if a project participant has doubts about the correct understanding of any provision of the Ethical Guidelines of Labour Relations, he or she may contact the organizers for further clarification by sending their application to info@legalsalaries.com.ua.

These guidelines are set to achieve the project's goals and objectives, and each participant commits to:

- Carry out their business activities in a way that recognizes and upholds the rule of law, and promotes both the letter and spirit of the law;
- Adhere to the current labour legislation of Ukraine, in particular, but not exclusively to formalize labour relations with employees;
- Promote the principles of legal employment, not to violate labour law norms and not to promote such violation by others;
- Respect the rights of employees, including but not limited to the right to safe and healthy working conditions, rest;
- Ensure the right of employees to receive adequate remuneration, including, but not exclusively, by paying salaries (advance and the second part of the salary) twice a month in accordance with the provisions of the current law;
- Avoid any discrimination based on race, skin color, civil status, ethnicity, religious beliefs, national origin, age, gender, sexual orientation, family status, genetic susceptibility or any other protected characteristics, in employment and to ensure equal opportunities in the workplace;
- Favour the professional growth of employees to ensure high productivity and quality performance of duties;
- Ensure a healthy and up-to-date workplace according to the labour standards;
- Prevent and counteract corruption in all its manifestations;
- Refrain from actions that in any way damage the reputation of the organizers or may compromise the goals and objectives of the project;
- Refrain from disseminating in the media and social networks false or unverified information about the project, its participants or organizers, as well as reputational information.