

CODE OF CONDUCT FOR BOARD OF DIRECTORS AND STAFF MEMBERS OF THE BELGIAN BUSINESS CHAMBER IN POLAND

I. INTRODUCTION

Membership on the Board of Directors or employment as a staff member of the Belgian Business Chamber in Warsaw (hereafter BBC) carries certain duties and responsibilities. This Code of Conduct outlines some of those duties and responsibilities.

II. PROMOTING ETHICS IN BUSINESS & ANTI- CORRUPTION POLICY

Chamber Board members and staff members will endeavour to honour all business obligations and commitments that they undertake with professionalism and integrity. Those engaged in a business activity will keep business records in a manner, that properly reflects the true nature of their business transactions and activities. Chamber Board members and staff members will avoid knowingly assisting any third party in violating any law of Poland, Belgium or the EU by creating false documents or by any other means. Chamber Board members and staff members will not knowingly pay or receive bribes or participate in any other unethical, fraudulent or corrupt practice.

III. CONFLICTS OF INTEREST

Chamber Board members and staff members owe a high fiduciary duty to the Chamber. Therefore, no Chamber Board member or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the Chamber, and no Chamber staff member shall solicit Chamber members for any reason that is not directly related to official Chamber business.

A conflict of interest arises, when the private or business interests of a board member clash or coincide with the BBC's interests and potentially inhibit the objectivity of the board member in the exercise of his or her tasks and duties. Therefore BBC board members shall at all price avoid such situations, in which they have a private or personal interest, sufficient to appear to influence the objective exercise of their duties as member of the board.

IV. CONFIDENTIALITY

Chamber Board members and staff will from time to time come to know information that, if revealed to outsiders, or even to Chamber members, could be highly embarrassing to a Chamber member or staff member, harmful to the interests of the Chamber. All information acquired by a Chamber Board member or staff member concerning Chamber personnel matters, financial matters, legal matters, member status issues, or any other item of Chamber business designated by the President or as being confidential in nature, therefore shall be held in the strictest of confidence and shall not be divulged to any outside party, including Chamber members, without prior authorization by the President. Chamber Board members or staff members are entitled to disclose the information referred to in the preceding sentence, if such an obligation results from the provisions of law.

V. POLICY AGAINST HARASSMENT

The Chamber does not tolerate harassment of any of its staff members. Any form of harassment which violates the law, including, but not limited to harassment related to an individual's race, religion, colour, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), handicap or disability is a violation of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

VI. COMPUTERS AND E-MAIL

Chamber computers are to be used for business purposes only. All files and records stored on Chamber computers are the property of the Chamber. Use of Chamber computers for personal advertising or soliciting is not permitted, and copying of any Chamber files for personal use is strictly prohibited. Electronic mail messages are to be used for business purposes only and are considered Chamber property. Inappropriate, offensive or sexually related messages are prohibited. The Chamber maintains the right to access all data on the computer and E-mail systems at any time with or without prior notice.

VII. VIOLATIONS OF CODE OF CONDUCT

Violations of this Code of Conduct may result in disciplinary action, including the removal of a Board member from office or the termination of a staff member's employment.