

## GOPA - International Energy Consultants GmbH

### **Code of Conduct for Business Partners**

#### **Purpose**

As a member of GOPA Consulting Group, GOPA - International Energy Consultants GmbH (“intec”) shares the ethical values of integrity and compliance by following the key principles and standards as specified in GOPA Group’s Code of Ethics.

The principles underlying intec’s collaboration with business partners are integrity, fairness, transparency and partnership. Business partners are non-GOPA Group companies and individuals who enter into a contractual relationship with intec in order to provide goods or services.

intec stands for reputable and honest business dealings in the course of everyday business which comply with the relevant rules and regulations. GOPA Group’s values and principles are based on the principles of the United Nations Global Compact, the International Chamber of Commerce’s Business Charter for Sustainable Development and the relevant conventions of the International Labour Organisation. As member of the GOPA Group intec expects its business partners to implement and comply with the principles and values set out in this Code of Conduct for Business Partners throughout their organizations worldwide.

#### **I. Key Principles**

##### **Quality**

intec expects from its business partners that they make sure that the resources mobilized meet their respective contractual obligations.

##### **Respect and Equal Rights**

Those working for intec shall understand respect as common duty. It means that they should have a high regard for others and the resources entrusted to them. Entrusted resources may include people, money, reputation, the safety of others, and natural or environmental resources.

intec expects from its business partners to work with people without making any differentiation in respect of gender, age, nationality, ethnic origin, religion, culture, education, social status, disabilities, or sexual orientation. Equal rights principles need to be observed. No form of bullying/mobbing, sexual harassment, child abuse or racism is tolerated.

## **Legal Compliance**

Business partners are expected to respect the laws in force in their home countries and in the countries where they are operating.

## **II. Fields of Application**

### **Conflict of interests**

The business partners take care to separate business and private spheres and to immediately reveal to intec conflicts between personal interests and their corporate interests in order to resolve them in a verifiable and understandable manner for all parties involved.

### **Bribery/Corruption**

Business partners disassociate themselves from active and passive bribery and they neither encourage nor tolerate the direct or indirect acceptance of bribes or the offering of bribes.

### **Gifts**

Within the context of this Code of Conduct, intec expects from its business partners not to accept gifts from or to make gifts to other parties, except for small giveaways such as pens, stickers, etc., which do not exceed a commercial value defined by the applicable law/regulation per employee or business partner per year. The acceptance or granting of gifts in the form of cash payments, jewelry and travel are not permitted.

### **Collusive behavior**

intec's business partners strictly adhere to all regulatory provisions (procurement rules, competition laws, anti-trust regulation) which rule their markets. intec expects from its business partners to refrain from any agreement aimed at distorting the market competition.

### **Hiring of former public officials**

In cases business partners seek contractual arrangements with former public officials and with entities and persons associated or related to them they have to make sure, that services provided by the former official do not relate directly to the functions held or supervised by this person and over which they continue to be able to exercise material influence.

### **III. Communication and Sanctions**

#### **Violations**

If an intec business partner considers that the principles of this Code of Conduct for Business Partners are not being upheld, he/she shall address GOPA Group's Compliance and Integrity Officer ([compliance@gopa-group.org](mailto:compliance@gopa-group.org)), who acts independently and autonomously. Any information will be handled with strict confidentiality.

#### **Whistle blower protection**

intec expects its business partners not to tolerate any discrimination against persons who report violations of this Code of Conduct to GOPA Group's Compliance and Integrity Officer.

#### **Consequences**

While working for intec the principles and standards mentioned above are mandatory and are part of every contractual arrangement. A violation of this Code of Conduct is a breach of contract and can lead to a termination of the contract between intec and its business partner.

Place, date:

Name:

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Signature

Company seal