

Code of Conduct

KDVI Limited (KDVI) sets out in this document the basic principles of the expectations and requirements which must be met by KDVI, its employees, associates, affiliates, contractors, sub-contractors and suppliers.

1. What we are committed to

- We will be a reliable.
- We conduct our business with fairness and consistency.
- We select our business partners based on the merits of their products, services and business practices. Decisions may be based on a competitive process and, where applicable, any evaluations will be based on defined objective criteria.
- We respect clear and mutually agreed commercial terms.
- We respect different cultures.
- We do not discriminate.
- We respect human rights.
- We embrace our responsibility towards the environment.
- We monitor compliance with this Code of Conduct.
- We will terminate a business relationship if violations of the law or basic international principles related to labour standards, environmental protection or ethical business practice and this Code of Conduct become apparent.

2. When we work with clients

- We follow our engagements with integrity, honesty and professionalism, and uphold the reputation of KDVI and the profession.
- We are committed to the highest quality standards of professional behaviour and take full responsibility for the management and execution of our engagements in the best interests of the client.
- We only accept assignments for which we possess the necessary experience and competence in order to create value for the client and KDVI.
- We take a critical look at our own behaviour and continually develop and maintain our professional knowledge and competence. We take regular professional supervision and maintain a record of this.
- We follow the relevant professional, ethical and behavioural guidelines (e.g. ICF ethical guidelines - www.coachfederation.org), and ensure that the relevant professional insurance is in place and current.

3. When we work with suppliers

Both the supplier and KDVI shall -

- Comply fully with all national laws and regulations applicable in the country where the Supplier has its headquarters.
- Commit itself to countering bribery and corruption.
- Respect fundamental human rights and treat the workforce fairly and with respect.
- Fundamental human rights are respected in the pursuit of the business activities.



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- There is no form of discrimination in the workplace.
- Payment is to be made regularly and in a timely manner and is properly documented.
- Organisations within the supply chain are to provide safe and healthy working conditions for all workers in accordance with applicable law and other relevant industry standards.
- Work to reduce the environmental impact of operations.
- Ensure that the Supplier's employees, contractors and sub-contractors follow this Code of Conduct.

4. When we work with each other

- In dealing with each other, we demonstrate respect and fairness. We support each other professionally and personally, and create a collaborative environment.
- We make the best possible use of the KDVI's knowledge and its people. Asking our colleagues for help and offering help to our colleagues is part of our habitual behaviour.
- When we undertake business development activities, we ensure that everyone concerned receives his or her fair share within the system provided by KDVI. We actively address potential conflicts.
- We are loyal to KDVI.
- We respect the business connections as well as the knowledge of KDVI and will make use of it in the framework of our business model only. We actively address potential conflicts.
- We maintain transparency regarding affiliations we have/have had with other leadership organisations and define clear boundaries in order to protect our loyalty to KDVI.
- We are sensitive to potential conflicts of interest that we or our colleagues might get into. If there is a risk that these will arise, we discuss the issue openly with all parties concerned.