

## Specimen AHK Code of Ethics

### Preamble

The German-Arab Chamber of Industry and Commerce (hereafter called Chamber) represents the interests of its members towards government, administration, partners and the public, and promotes trade and investment relations between the Federal Republic of Germany and host country.

This Code of Ethics is the basis for all of Chamber's activities: whether representing member interests, promoting German foreign trade, acting as a service provider, business partner or employer. All Chamber's Board and Committee members, the CEO and employees are expected to adhere to the principles and values of this Code of Ethics in order to contribute to the sustainable development of the Chamber.

### Integrity

#### Responsibility for the image of AHK

The Chamber conducts its business in conformance with all applicable laws, its by-laws and internal guidelines (such as the Policies and Procedures Manual). Board and Committee members, the CEO and employees commit themselves to legal, responsible, trustworthy and upright behavior.

Decisions will be made according to objective and fair criteria, politically neutral and not influenced by individual interests.

### Business ethics

#### Conduct towards politicians, the public, business partners and third parties

Chamber is committed to the rules of fair competition and neutrality. Promotion of trade and investment between host country and Germany is the driving force behind Chamber's commercial activities.

### Conflict of interest

#### Separation of business and personal interests

Financial resources, property and equipment, services and confidential information may not be used to procure advantages of any type for oneself or third parties.

### Gifts, invitations and other allocations

Gifts, invitations and other allocations exceeding customary local standards will neither be granted nor accepted. Moreover, special legal regulations must be observed with respect to officials.

In contrast, sponsorship contributions for AHK activities can be accepted according to objective and fair principles. This also applies to sponsorship made by AHK to third parties.

### Identity

Board and Committee members, managing directors, employees, and member companies of Chamber are obliged to make clear if they are acting on behalf of the organization or their own. The Chamber logo, the trademarks, the letterhead and business cards may only be used for Chamber's purposes.

### Secondary occupations, mandates, business participations

If the President, the CEO or employees assume secondary occupations, a mandate or a business participation, Chamber's interests may not be affected.

### Data protection, data security, confidentiality

Chamber is committed to protect its own data as well as client's data as legally required. Confidentiality of information, business secrets and data is guaranteed.

### Finances and assets

Chamber uses its financial resources in a sustainable and economical way. Revenues are used responsibly and for the organization's purposes only.

### Mutual behavior

The relations between Board members, management, colleagues and employees are characterized by professionalism, mutual respect, politeness and tolerance.

Chamber respects and protects the dignity of its employees. This includes the creation of a professional work environment regardless of ethnic origin, gender, disability, religion, belief, age or sexual orientation. Management acts as a role model and promotes mutual initiative and responsibility among Chamber's employees. The development and further training of its employees is a core asset for Chamber.

## Concluding remarks

### Implementation

It is the responsibility of the Board of Directors, the President and the CEO to implement and further develop Chamber's Code of Ethics in an appropriate form.

All Board and Committee members and employees will be informed about this Code of Ethics. The Board members and Management are responsible for integrating the Code of Ethics in their daily work.

### Reports

All Board and Committee members and employees have the right and duty to report doubts or potential violations of this Code of Ethics. Concerns can be addressed to the direct supervisor, management or the Board, who will investigate any indications and allegations and take appropriate steps accordingly.

### Amendments

The Code of Ethics may be amended and supplemented by appropriate guidelines, agreements and other regulations.