

## *Code of Ethics*

### *Confidentiality*

B3GLOBALCON LLC, SC B3GLOBALCON SRL, B3GLOBALCON Bulgaria EOOD, and B3GLOBALCON sp zoo; the B3GLOBALCON Family of Companies (B3G) is committed to maintaining the highest degree of integrity in all our dealings with potential, current, and past customers; both in terms of normal confidentiality and in the protection of all personal information received in the course of providing services. We extend the same standards to all our customers, suppliers and associates.

### *Ethics*

B3G always conducts our services honestly and honorably, and expect our employees and suppliers to do the same. Our advice, strategic assistance, and the methods taught through in training programs promote ethical conduct and the protection and enhancement of our clients' and suppliers' moral positions.

### *Duty of Care*

B3G's actions and advice will always conform to relevant law, and we believe that all businesses and organizations, including this consultancy, must avoid causing any adverse effect on the human rights of people in the organizations with whom we have business relations, and in society at large.

### *Conflict of Interest*

B3G will not provide a service to a direct competitor of a client, and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client.

### *Contracts*

B3G's contracts usually include detailed proposals, including aims, activities, costs, timescales and deliverables. The quality of our service and the value of our support provide the only true basis for continuity. We always try to meet our clients' contractual requirements, and particularly for situations where an external funding provider requires more official parameters and controls.

## ***Fees***

B3G's fees are always competitive for what we provide - high quality, tailored, specialized services. As such we do not generally offer arbitrary discounts; generally, a reduction in price is only enabled by reducing the level or extent of services to be delivered. Thus we always try to propose solutions which accommodate our clients' available budgets and timescales. Wherever possible we agree our fees and basis of charges clearly in advance so that we and our clients can credibly plan for the future

## ***Payment***

B3G aims to be as flexible as possible in the way that our services are charged. Some clients prefer fixed project fees; others are happier with retainers, and we try to fit in with what will be best for the client. We make no attempt to charge interest on late payments, so we expect payments to be made when agreed. Our terms are generally net monthly in arrears.

## ***Intellectual Property and Moral Rights***

B3G retains the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

## ***Quality Control***

B3G maintains quality through continuous review of all aims, activities, outcomes and the cost-effectiveness of every activity with our clients. We encourage regular review meetings and provide regular progress reports.

## ***Professional Conduct***

B3G conducts all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients and their success.

## ***Equality and Discrimination***

B3G always strives to be fair and objective in our advice and actions; and we are never influenced in our decisions, actions, or recommendations by issues of gender, race, creed, color, age or personal disability.