

## Introduction

Atronix founded in August 2023, located in Tirana is the first assembly facility in the Western Balkans. Following its establishment, the company focused on setting up state-of-the-art production capabilities, recruiting skilled engineers and technicians, and installing advanced assembly equipment. The company's mission has been clear - to bring our clients' innovative ideas to life.

### 1. Purpose

This Code of Conduct & Ethics sets out the basic standard of conduct expected of all Atronix staff. It includes a guide of principles designed to help professionals to behave honestly and with integrity in the organization. This Code also applies to temporary or part-time staff employed by the organization.

### 2. Scope

The procedure applies to all Atronix organization and employees.

### 3. Ethics Guidelines

#### 3.1. Professional Responsibility

Atronix and its all employees are responsible for adding value to the organization they serve and contributing to the ethical success of the organization. Atronix and its employees must:

- Adhere to the highest standards of ethical and professional behaviour;
- Comply with the law;
- Work consistently with the values of the profession;
- Strive to achieve the highest levels of service, performance and social responsibility;
- Advocate for the appropriate use and appreciation of human beings as employees.

#### 3.2. Professional Development

Atronix employees must strive to meet the highest standards of competence and commit to strengthen their competencies on a continuous basis. Atronix organization and its employees must:

- Commit to continuous learning, skills development and application of new knowledge related to Atronix;
- Pursue certification where available, or comparable measures of competencies and knowledge.

### **3.3. Ethical Leadership**

Atronix employees are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct. Atronix employees must:

- Be ethical; act ethically in every professional interaction;
- Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner;
- Seek expert guidance if ever in doubt about the ethical propriety of a situation.

### **3.4. Fairness and Justice**

As professionals, Atronix and its employees must:

- Respect the uniqueness and intrinsic worth of every individual;
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination;
- Ensure that everyone has the opportunity to develop their skills and new competencies;
- Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve;
- Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all;
- Regardless of personal interests, support ethical and legal decisions.

## **4. Entertainment**

“Entertainment” refers to food or drink provided for immediate consumption on the occasion, and any other entertainment provided at the same time. Although entertainment is an acceptable form of business and social behaviour and is not an “advantage”, staff must not accept lavish or frequent entertainment from individuals with whom the organisation has official dealings (e.g. suppliers or contractors), so that they will not be placed in a position of obligation to the them.

## **5. Misuse of official Position**

Staff who misuses official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to his relative’s company with a view to awarding the contract to the latter.

## **6. Handling of Classified or Proprietary Information**

Staff is not allowed to disclose any classified or proprietary information to anybody without authorisation. Staff who has access to or is in control of such information should at all times

provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorised disclosure of any personal data may result in a breach the Law no. No.9887 date 10.3.2008 “On the Protection of Personal Data” of the Albanian Legislation.

#### **7. Property of the Organisation**

Staff given access to any property of the organization should ensure that it is properly used for the purpose of conducting the organisation’s business. Misappropriation of the organisation’s property for personal use or resale is strictly prohibited.

#### **8. Gambling**

Staff must not engage in frequent or excessive gambling with individuals who have business dealings with the organisation as well as among colleagues, particularly with subordinates. If on social occasions where refusal of gambling is considered unsociable, the amount of money involved should not be significant. Gambling in the organisation’s premises is strictly forbidden.

#### **9. Outside Employment**

Staff who wishes to take up paid outside work, including those on a part-time basis, must seek the written approval of the organization before accepting the job. Applications for outside work should be made Executive Director for consideration. Approval will not be given if the outside work is in conflict with the interest of the organization.

#### **10. Compliance with the Code**

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct & Ethics. The Executive Director should also ensure that Atronix employees understand and comply with the standards and requirements stated in the Code. Any problems encountered as well as any suggestions should be channelled the Executive Director for consideration and advice. Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

## *Appendix*

“Advantage” means:

- a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- b) any office, employment or contract;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any other service, or favor (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- e) the exercise or forbearance from the exercise of any right or any power or duty;