

BUSINESS ETHICS

Azara crew agency code of business conduct



INTRODUCTION

It is our policy to create an exceptional service for our clients, to meet and exceed the needs of our users, to become desirable employer, and recognized member of the society with the highest level of integrity, professionalism, and compliance with ethical code of conduct.

Our consultants should strive for better understanding and respecting the business so they are able to represent us at any given moment and place. This code of business conduct was created with that objective.

All employees, including management and owners must comply with rules and regulations in this code.

Code is divided into following segments:

1. Attitude towards business and associates
2. Attitude towards candidates
3. Attitude towards clients
4. Attitude towards Government

1. ATTITUDE TOWARDS BUSINESS AND ASSOCIATES

Conduct of employees should be based on mutual confidence and respect of dignity of every individual in working environment the Confidence, open communication, liability and respect are key to every success, including ours.

- To carry out obligations with personal liability.
- To avoid conflict of interest.
- To protect Company's assets and information that are of exceptional importance for the Company.
- To use Company's information technology adequately and appropriately with reference to company hierarchy.
- To manage and keep business records.
- Employees are obligated to show cooperation towards colleagues in order to achieve final objective.
- To maintain safe, healthy and productive working environment.
- We are committed to equal opportunities for every individual regardless of gender, race, age, ethnicity, education level, religion.



PROFESSIONAL DEVELOPMENT

Employees must aim for continuous professional development and competence. Management will encourage any aspiration for further development and improvement with providing education, training and promotion opportunities with prospects of professional improvement for all employees.

EMPLOYEE REWARDS AND RECOGNITION PROGRAM

Employee rewards and recognition program takes into consideration personal contribution, as well as team effort in goal achievement. All employees must strive in succeeding our mutual goals with continuous effort and engagement.

2. ATTITUDE TOWARDS CANDIDATES

It is strictly forbidden to charge provision for the services we provide to our users. Employees and Company's representatives are never to provide business partners, their employees, representatives or third parties with indecent, unmoral or illegal proposal.

- Treat all candidate polite with correctness, professionalism, and with respect. Treat others like you want others to treat you.
- Evaluation and selection of candidates is based solely on candidates skills and capabilities needed for the job he/she has applied.
- Information about gender, marriage status, ethnicity, religion, and sexual orientation are not considered relevant in the selection process.
- Candidate should receive all necessary information on selection and recruitment process.
- Company data base including CV's and other relevant documents are collected exclusively via application form through registration on web site www.azara.hr.
- Candidates must provide the agency with all data that is punctual, valid and updated.
- Candidates that are suitable for the job shall have an individual interview. When interview in person is not possible, it will be done via SKYPE.
- Candidates who have had an interview must be informed on the interview results whether they have satisfied or not.
- Each candidate employed through Azara is obligated to contact the agency after completing the contract.

3.

ATTITUDE TOWARDS CLIENTS

Employees are obligated to show correctness, cooperation and respect in their everyday communication with their associates and colleagues

- Loyalty, liability, respect and correctness.
- Open and honest communication.
- Keeping confidential clients and user information.
- Never to disclose confidential information.



DEALING WITH GOVERNMENTS

Compliance with all applicable laws, rules, regulations, standards and customs specific for every country we are doing business with.

This Code of ethics is applicable to all employees, management, our clients and business partners and compliance with this Code is mandatory for doing business with Azara crew agency.

Anita Gulin Susa, managing director

