



• Edvantis Code of Conduct

Our code of conduct outlines the mission of the company, the decision-making criteria, and the standards of behavior our employees should follow when working at Edvantis.

Since 2005

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1. Introductory Words

Welcome to Edvantis - a mature software development vendor with a global presence in three countries. Our company has been building its reputation in the IT industry for over a decade by delivering high-quality development services and maintaining honest and open business relationships.

Since 2005, Edvantis has been hiring and nurturing qualified IT professionals who contribute to our principle of co-creation and customer success every day. Together, we have delivered **400+ successful projects** to our clients, which added to our experience and increased our knowledge base. The way Edvantis is today is a result of the shared efforts of our employees, owners, and clients. This is something we greatly value.

Although our collective goal is the same for all Edvantis employees, we recognize that each of us is an individual who responds differently to situations based on our unique experiences, beliefs, and values. Even though it does not cause any problems in most cases, there are some instances when it might, and that's where the code of ethics comes in.

In creating this code of conduct, we outlined our mission, the criteria for making decisions, and the principles of behavior we expect our employees to stick to when at work. All of it contributes to our unity, which is an important foundation for building the strong organization that we are becoming!



2. Our Mission Statement

We have chosen to focus on consistently delivering value in everything we do as a company. Our mission is to create value for:

01

Our customers: by consistent delivery of results and problem-solving in a competent, professional, and transparent way. Quality and honesty have always been the hallmarks of our services and will remain so.

02

Our employees: by ensuring they feel safe, respected, and inspired to achieve more in their workplace. As a large and diverse team, mutual respect and dignity are our top priorities, and we hold each other to the same level of standards.

03

Our owners: by achieving the company's financial, organizational, and social objectives. Using our combined expertise, we strive to continually improve Edvantis so it can carve its name as a successful and influential organization in the IT industry.

04

Our society at large: by engaging in charity and implementing social responsibility practices in our company. We strive to give back to the communities in which we operate, whether that is by donating tangible goods or sharing our knowledge.

3. Code of Conduct Overview

Edvantis' code of conduct contains a specific set of policies that outline the rules of behavior in very specific but often complex events that may arise among our employees at one time or another. Having these guidelines in place helps Edvantises make informed decisions when they encounter situations that may cause employee, client, or company disputes. We at Edvantis are responsible for shaping the company's image in the workplace, which is why we must take responsibility for our decisions at all times.

We expect all Edvantises to follow the legal and ethical standards laid out in this code of conduct as it impacts our reputation, workplace atmosphere, and employees' wellbeing. The disregard of our policies will result in disciplinary action. The nature of disciplinary action will depend on the severity of the violation, with termination from the company being the worst-case scenario.

We hope this code of conduct will not only inform your decision-making process but also help you realize when it is appropriate to raise concerns with management.

Principle 1: Responsibility to Our Clients

1.1. Quality and Consistency of Delivery

It is our commitment to deliver the results we promise. In this regard, we only accept work if we are confident that we have the resources and capabilities to meet the client's objectives and provide a positive impact.

From beginning to end, we aim for transparency and consistency in collaboration so that our partnership yields fruitful results. Therefore, we clearly communicate our responsibilities, potential risks, and terms of co-creation. We ensure a transparent financial and time reporting process, as well as diligent business record-keeping.

We encourage all Edvantises to keep the same level of clarity when performing the work for all our clients (in terms of time tracking, reporting the work done, etc).

EXAMPLE OF BREACH: Charging for work that has not been completed

1.2. Client Confidential Information

Edvantis takes proper steps to ensure that information entrusted to us is secure. Signing NDA is standard practice before we begin our collaboration, and we strictly follow the General Data Protection Regulation.



To ensure the security of information at all company levels, we provide our employees with an Information on Security Policy and Anti-Phishing Training Guide. All employees should read these documents carefully and receive information security training.

EXAMPLE OF BREACH: Selling client’s information to his or her competitors

Principle 2: The Respectful Working Environment for All Edvantis People

2.1. Equal Opportunities and Anti-Discrimination

At Edvantis, we believe in fostering an environment of diversity and equality by respecting people for who they are and ensuring that there is no discrimination, abuse, or harassment.

Discrimination, harassment, and bullying not only negatively affect performance at work, but also create an intimidating, hostile, or offensive environment that undermines the dignity and safety of employees.

We do not tolerate any form of discrimination. We don’t judge, offend or treat people disrespectfully based on their race, color, descent, gender, sexual orientation, gender reassignment, political views, confession or religious beliefs, nationality, ethnicity, marital or civil partnership status, family/career responsibilities, pregnancy and maternity/paternity status, age, disability or impairment, profession or occupation, veteran status, physical peculiarity or genetic information.

There is no room for discrimination in any aspect of personnel practices, including recruitment, hiring, employment, compensation and benefits/remuneration, facilities and services, promotion, training, and professional development, termination and references, discipline, and grievance. All these practices will depend exclusively on employees’ professional skills and qualifications to perform the work.



Discrimination, harassment, and bullying occur in a variety of ways, such as:

- Physical contact, remarks, or gestures that are unwelcome
- Spreading derogatory, offensive, or sexually explicit pictures or other materials online or by email
- A derogatory or offensive joke (explicit or innuendo)
- Verbal or physical abuse
- Threats

Edvantises must not participate in any of the above-mentioned actions.

EXAMPLE OF BREACH: Assuming the specialist is incompetent based solely on their gender/age/race rather than qualifications

2.2. Safety and Health

Security and health policies are part of Edvantis' commitment to a safe and healthy working environment. In order to ensure our employees' health and well-being, we follow the following steps:

1. We offer basic health insurance to all Edvantis employees.
2. In the office, all necessary precautions are taken to prevent COVID-19 from spreading (masks, disinfection, and social distancing).
3. The company provides vaccines from Covid and encourages Edvantises to get vaccinated. Until the pandemic is resolved, we encourage and allow employees to work remotely.

As a result, we expect our specialists not to put their colleagues' safety or health at risk. The following is not allowed in our workplace:

1. Storing, consuming, distributing, or being under the influence of alcohol or any other controlled substances other than those prescribed by a physician on company-owned or leased property, during working hours, while on company business, or while using company property.*
2. Visiting the office or another company property or event when suffering from a contagious illness (e.g. flu, cold, covid, etc)
3. Violently or psychologically abusing colleagues

*The use of moderate amounts of alcohol at company-sponsored parties can be authorized with the prior consent of the functional head or director. An event manager must be assigned to the event. Alcohol cannot be served to anyone under the legal drinking age attending the event.

It is required that every Edvantie attend the required safety training and report immediately any accidents, injuries, or unsafe practices.

EXAMPLE OF BREACH: Consuming alcohol during working hours

2.3. External Communication of Our Workers

We at Edvantis believe that freedom of speech is a fundamental human right and understand that social media plays a critical role in today's communication. However, when you speak out on public issues or in a public forum, you do so as an individual and should not give the appearance of speaking or acting on Edvantis' behalf.

It is our responsibility to keep our social media actions under control and to properly communicate in public forums. As social network users, we must:

- Be aware that everything we say publicly as an Edvantis Specialist can affect our company's reputation.
- Be ethical and clearly demonstrate when you speak on your own behalf and do not communicate the company's opinion.
- Seek advice from the Marketing Department or your manager if you have any doubts about whether you can write or comment on a particular newsworthy occurrence as an Edvantis Specialist.
- Do not disclose information that you do not have the right to disclose (namely, confidential information).
- Realize the potential consequences of your actions.

Clients, colleagues, and regulators are increasingly monitoring such information.

EXAMPLE OF BREACH: Expressing political opinion using a working email



Principle 3: Compliance with the laws

3.1. Interaction With the Government

Edvantis is committed to complying with local laws, regulations, and codes. Our goal is to work fairly and honestly with government officials and other community members. We do not participate in any illegal activities and strongly encourage all our employees to do so as well.

It is important that any government interaction relating to Edvantis should be coordinated by our management team. If you receive an inquiry or inspection from a government or regulatory representative, inform your manager immediately.

3.2. Personal Information Security

Personal Information generally means any information that identifies you as an individual, and any other information we associate with it.

Edvantis respects the privacy of all individuals including our specialists, clients, partners, and other third parties. We collect and use personal data following its values, applicable laws, and respect for privacy as a human right. We are all obliged to protect the privacy, confidentiality, and security of personal information and we should never provide information without the permission of the person.

EXAMPLE OF BREACH: Sharing personal correspondence of Edvantises on social media.

3.3. Prohibition of Corruption and Bribing (Gifts, Donations, and Hospitality)

The results of bribery can be very serious for those who commit it. Our company adheres to local and international laws prohibiting bribery and corruption. Improper incentives involving public officials, clients, suppliers, business partners, and any other contractors are strictly prohibited.



Edvantises may not, directly or through others, offer or give any money, gift, amenity, or other things of value to an executive, employee, or representative of any client, or any other organization, if doing so could influence or could give the appearance of influencing the organization’s relationship with Edvantis.

It is not permitted to directly or indirectly promise, offer, or give anything valuable to a public official. Edvantis' policy is to deal honestly and fairly with government authorities and to comply with valid governmental requests and processes.

The donations may only be provided if Edvantis does not receive anything of value in return.

EXAMPLE OF BREACH: Giving money to a client's representative in order to win a contract

3.4. Fair Competition

A majority of countries have laws prohibiting monopolistic practices and other forms of restrictive behavior. The laws on antitrust and protection of economic competition prohibit activities that may threaten competition.

Edvantis believes in fair competition. So we are responsible for dealing fairly with customers, competitors, and other third parties. This means we should avoid taking unfair advantage through manipulation, concealment, or misrepresentation of key facts, or other unfair practices concerning our competitors.

Our employees shouldn't discuss Edvantis' sensitive information with its competitors. Prices, terms of business, production plans, and market share fall into this category.

EXAMPLE OF BREACH: Disclosing Edvantis' pricing to competitors

3.5. Anti-Money Laundering

For Edvantis to preserve its reputation and to avoid criminal liability, it is extremely important that we do not link ourselves to other people's criminal activities. In particular, we must ensure Edvantis does not receive money laundering proceeds, as this can constitute a



criminal offense. Our company only works with legal business clients who have legitimate sources of funds.

EXAMPLE OF BREACH: Working with clients whose wealth was illegally acquired

Principle 4: Edvantis Impact on Society

4.1. Charity

Giving back to the community we live in and helping those who lack access to basic human necessities is extremely important to us. Edvantis, as a company, strives to donate material goods and provide financial support to charity organizations.

However, we understand that any charitable act should be voluntary and cannot be forced on employees. We do not expect Edvantises to make similar contributions if they don't want to. We encourage charitable donations if they are motivated by personal desire, not by outside pressure.

EXAMPLE OF BREACH: Making negative remarks about Edvantise employees if they refuse to participate in charitable activities.

4.2. Sharing Our Knowledge and Investing in the IT Community

We are members of a thriving IT community, and we are interested in helping it grow even more. Through internships, workshops, and lectures at universities, we make sure to pass on our knowledge to future specialists and help them gain a better understanding of the IT field.

Our employees can participate in various volunteer activities that our company takes part in, including mentoring, developing training materials, and helping with internships. Both Edvantis and the employee must consent to such participation.



4.3. Sustainability and the Environment

Edvantis strives to reduce our negative impact on the environment. We recognize that environmental issues cannot be ignored, and the situation is worsening each year.

As a result, we have decided to do everything in our power to prevent ecological issues, at least in our area of residence. Our company begins with small steps and works towards recycling certain products (batteries), reducing waste, and promoting a sustainable mindset among employees.

EXAMPLE OF BREACH: Greenwashing

Principle 5: Raising Concerns

Speaking up when something goes wrong is part of building a culture of honesty and respect. It is perfectly acceptable to ask questions and voice concerns to Edvantise employees. Don't be silent if you encounter disrespectful, inappropriate, fraudulent, unethical, illegal behavior or feel like any principle of this code of conduct has been breached.

You can always raise a concern with your Direct Manager or Human Resources Manager who are expected to listen carefully, respond respectfully and take every concern seriously even if they disagree. They will show their commitment to solving the problem and take steps to protect the person's confidentiality – avoid discussing the conversation with others on the team.

Any report of concern will be treated fairly by Edvantis, and we will not tolerate any discrimination. You don't have to have all the details or be sure that something is wrong to raise an integrity concern. You can trust that we'll treat your reports seriously, and if something needs to be fixed, we'll act based on what we learn.



The Role of Managers and How Managers Should Handle Concerns

As a leader, you have a special responsibility for setting the culture and the work environment on your team. The way you make decisions and handle concerns, different opinions, and even bad news, will set the foundation for trust with your teams, customers, and stakeholders. Your success and the success of your team depend on the trust you build together.

If someone comes to you with a concern, you have to listen and act. Handling concerns appropriately is critical to preserving trust.

If Someone Raises a Concern, Take these Specific Steps:





1. Remove distractions and listen carefully.
Thank the person for speaking up — remember that they've just done something difficult and very important for the company.
2. Respond respectfully and take every concern seriously, even if you disagree. Show that you are committed to solving the problem.
3. Take steps to protect the person's confidentiality— avoid discussing the conversation with others on your team. As a manager, you should feel empowered to resolve performance issues yourself, but you should escalate integrity concerns about business ethics.

EXAMPLE OF BREACH: Ignoring concerns raised by employees when the violator has a higher job title



Our Values

We attribute our success to our core values, as they enable us to operate with integrity, achieve our goals, and adhere to our code of conduct more effectively. They include:

	<p>Customer Focus. By focusing on the needs of our clients, we are able to provide them with high-quality services. In order to make this happen, we develop strong communication, negotiation, and expectation management skills. As part of our commitment to our customers, we do our utmost to keep them up to date on what we do and how we do it.</p>
	<p>Professionalism. We follow work standards, keep our operation at a high level of quality, and ensure that we are transparent in everything we do. As a company, Edvantis treats all employees and clients with honesty and integrity, as it is an essential building block for successful professional relationships.</p>
	<p>Teamwork. We believe that a successful team generates outstanding results through its synergy. To facilitate this, we ensure that Edvantis provides a working environment that motivates and fosters great teamwork. Consequently, all Edvantises are respectful and supportive of each other at all times. After all, the team is greater than the sum of its parts.</p>
	<p>Ownership (accountability). As a mature company, we take ownership of not only our achievements but also our mistakes. We understand that full accountability for our actions allows us to foster a healthy working environment for our employees and build strong business relationships with our clients.</p>


These values provide a framework for our employees to make efficient decisions even if some controversial situation is not yet mentioned in this code of conduct. Therefore, it is vital that our values resonate with everyone at Edvantis. As a result, we strive to create a team of people who are willing to embrace Edvantis' values as a part of their work ethic, at least during their employment with us.

Our company is constantly developing, and in time the values may shift. So we always monitor if they resonate with us and help deliver results.




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