

## Code of Ethics

### APPLICATIO Training & Management GmbH

As a consultant and/or trainer contracted by and working together with APPLICATIO Training & Management GmbH (APPLICATIO) I follow the following Code of Ethics:

- In my work with other people I make no differentiation in respect of gender, skin colour, religion, culture, education, social status or nationality.
- I will only accept assignments for which I possess the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve my participants effectively.
- I fulfil my contractual commitments. I respect the laws in force in Germany and in the partner countries / countries of project implementation.
- I will mutually establish with APPLICATIO, my training participants and clients realistic expectations of the benefits and results of my services.
- I work in a transparent manner. Thus, I make sure that my action and my motives are understandable and comprehensible.
- I am loyal to APPLICATIO and its contracting partners. This also means providing constructive criticism, which I express in an appropriate manner and openly.
- I will treat appropriately all confidential private and business information that is not public knowledge, and will not take advantage of proprietary or privileged information I gain during my assignment.
- I work together with APPLICATIO's and my business partners, the project partners and target groups in a fair and reliable manner based on mutual trust. This also applies to my behaviour vis-à-vis my colleagues, whereby a constructive approach to conflict management comprises a key component of my work.
- I will serve my and APPLICATIO's clients and partners with integrity, competence, independence, objectivity, and professionalism and will avoid all conflicts of interest.
- I will respect the intellectual property rights of my clients, other trainers or training firms, and sole practitioners and will not use proprietary information or methodologies without permission.

\_\_\_\_\_, the \_\_\_\_ of the month \_\_\_\_ of the year \_\_\_\_\_

Name: \_\_\_\_\_

e-mail: \_\_\_\_\_

\_\_\_\_\_  
(Expert/Trainer)