Name of document

Purpose of the document

Valid from: 1.6.2021

Code of Ethics of the Association for Innovation in Logistics, z.s.

hereinafter referred to as “APIL”

The Code of Ethics of the Association for Innovation in Logistics, z.s. for its members, partners, employees and persons acting on behalf of the Association





CODE OF ETHICS OF APIL, ITS MEMBERS, PARTNERS, EMPLOYEES AND PERSONS

ACTING ON BEHALF OF THE ASSOCIATION

* 1. The mission of APIL

To create a platform for the mutual sharing of knowledge, experience and insights, to connect and integrate the products and services of members of the Association in an innovative way with the aim of offering customers solutions with high added value and guaranteed functionality.

* 1. The vision of APIL
* The vision of the Association is to become the most respected association in the automation and innovation of logistics in the Czech Republic within 3 years
* To be a partner of universities and possibly secondary schools
* To support the promotion and teaching of logistics as a promising field
* To carry out joint innovation projects between members that generate useful value for customers and profit for the members involved
  1. Reason for defining the Code of Ethics of the Association

APIL, its members, its partners and employees believe that ethical behaviour results in successful business and is demonstrated in everything they do. They believe that adherence to all legal standards, honest and ethical behavior is the foundation of success. They consider the building of long-term partnerships based on trust, openness, honesty and fairness is a fundamental principle of the Association.

This Code of Conduct is a fundamental expression of how everyone involved in the activities of the Association strives to create and maintain long-term partnerships in their daily work. It also contains specific examples of illegal behaviour and actions that would damage relationships between members, partners and employees, as well as with clients, and damage the reputation of the Association.

* 1. We comply with laws and regulations

We conduct our business and perform our work in accordance with the law and other legal regulations, European Union law, as well as international treaties that are part of the legal system of the Czech Republic. We respect the laws and regulations of the countries in which we operate. We enforce the rules of fair-trade competition in all advertising, sales and competition. Our members, partners and employees follow the internal rules and procedures of the Association.

The Association reports all financial and other transactions in accordance with generally accepted accounting principles and practices and in accordance with applicable laws and regulations. The Executive Board and its individual members act in accordance with the principle of good housekeeping, in accordance with the results and outcomes of the Members Meeting and the APIL Statutes.

The Association has processes in place to ensure that financial flows and results are monitored, evaluated and reported in accordance with relevant directives and laws. The minutes of the meetings of the Association’s bodies are recorded in a designated place within the secure part of the portal at [www.apil.cz](http://www.apil.cz/) and are available to all members and partners of the Association, and they are maintained and archived at the relevant Association repositories and government registers in accordance with relevant laws and regulations.

We do not take advantage of our position or the information available to us to obtain a benefit that we could not otherwise obtain, for ourselves or those close to us. We are loyal to the Association in our behaviour, conduct and presentation. We do not abuse our position to receive or demand any benefits. We do not use the material or information facilities of the Association for private interest.

The Association strives to create a safe, healthy and comfortable working environment in all its activities. It strives in all activities to prevent accidents or mishaps caused by work. In the event of a problem, injury or accident, everyone is obliged to take appropriate action to save lives and ensure safety. The use of drugs or being under the influence of drugs during the activities of the Association is completely forbidden.



* 1. We adhere to our core values

We fully respect and honor the vision and mission of the Association and are aware that we help create its good name by our behaviour and actions at every moment.

The members of the Association strive for a friendly approach based on mutual trust and respect and are committed to the mutual success of the Association and its members and partners. At the same time, we declare our interest in respecting the general principles of eliminating or discriminating with regard to employment and profession and we guarantee freedom of association.

* 1. Professionalism

In all activities within the Association, we endeavor to work and provide all services, professionally, honestly and conscientiously, in good faith, with due care, prudence and in the best interests of the Association and its members or partners and clients.

For us, the principles of professionalism mean:

* all duties are performed professionally, honestly, conscientiously, with due care, prudence and in the best interests of the Association, its members and partners, as well as customers
* we do not take advantage of our position and the information available to us to gain undue advantage or any benefits for ourselves or loved ones
* the obligation to act in our professional and personal life with the necessary degree of loyalty to the Association
* approach each customer individually, taking into account their individual needs
* not to offer services to clients who are unlikely to be able to meet all their obligations
  1. Discretion and transparency

We maintain strict confidentiality and discretion about the affairs of the Association, its members, partners, customers, suppliers and employees in accordance with the terms of our contracts, legal and internal regulations. All members, partners and employees of the Association shall protect the confidential internal information, trade secrets and know-how of the Association or individual members, partners and other companies and persons in relation to the Association. The Executive Board and members of the Association act in accordance with the current data protection regulations ***(GDPR).***

The principle of transparency means:

* the obligation not to allow any conduct detrimental to the interests of the Association, its members, partners or employees
* the obligation not to use his/her position to receive any financial or other benefits from business partners or competitors
* a ban against offering any financial or other advantage to business partners or competitors in order to obtain unfair benefits
* a ban against acting to the detriment of the clients of the Association
  + 1. Collegiality and cooperation

For us, the principle of collegiality and cooperation means:

* the obligation to act in a civil manner towards all persons who are members or partners of the Association or fellow employees, constructively, patiently and correctly
* to actively participate in creating and maintaining an atmosphere of trust, respect, consideration and cooperation
* we place emphasis on teamwork
* we are prepared to respect the instructions of those who are entrusted with responsibility for the Association’s activities or projects
* we all approach each other and all employees of the member and partners of the Association and its employees in accordance with the principle of equal treatment
* we encourage innovation and suggestions for improving products and processes
* we actively develop self-education
* we strive to make the necessary work potential available within the framework of the Association’s activities

**Every member, partner and employee of the Association is obliged to perform his/her duties within the framework of the Association’s activities or in the performance of his/her work.  
the obligation to ensure compliance with the above principles.**