

APPROVED
Executive Director
NGO «Technology of Progress»
Zadvornyy V.V.
April 8, 2025



Approved
By Order No. 2-D dated April 8, 2025

Approved
By the Decision of the Extraordinary General
Meeting No. 1-P dated April 8, 2025

POLICY OF CORPORATE ETHICS

Kyiv, 2025

1. The NGO «Technology of Progress» (hereinafter – the «Organization») is based on values. That is why we require all our employees, advisors, consultants, contractors, etc., both in Ukraine and abroad, to adhere to standards of personal and professional conduct that reflect the values of the Organization.
2. The Organization implements a Corporate Ethics Policy, which aims to explain the rules of conduct expected from its personnel in the performance of their official duties.
3. The Corporate Ethics Policy requires that all employees, advisors, consultants, contractors, etc., at all times during their work must:
 - Perform their duties honestly and diligently;
 - Act with care and attentiveness;
 - Treat everyone with respect, courtesy, and without harassment;
 - Comply with all applicable laws, regulatory requirements, operational procedures, codes of practice, industry standards, and any other client-imposed requirements relevant to the jurisdictions and projects in which they operate;
 - Follow any lawful and reasonable instructions given by a colleague who has the authority to do so;
 - Maintain strict confidentiality regarding any experiences or interactions related to the activities of the Organization, its clients, or partners;
 - Not misuse confidential information belonging to the Organization, its partners, or clients;
 - Disclose and take reasonable steps to avoid any conflicts of interest (actual or perceived) related to their employment;
 - Use any resources provided by the Organization appropriately;
 - Not abuse their duties, status, authority, or power to gain or attempt to gain benefits or advantages for themselves or any other person;
 - Always conduct themselves in a manner that upholds the Organization’s values, integrity, and good reputation;
 - Promote the highest standards of professional behaviour among those for whom they are responsible;
 - Respect all people and honour their customs, traditions, and religious beliefs;
 - Recognize the benefits of a multicultural work environment and value the unique skills and perspectives of all peoples, including those with diverse cultural and educational backgrounds;
 - Always represent the Organization in a positive manner;
 - Not commit any misconduct as defined in the relevant Policy.
4. The Organization may apply disciplinary measures if it is found that an employee, advisor, consultant, contractor, etc., has violated any of the above elements of the Corporate Ethics Policy.
5. The Executive Director of the Organization oversees the execution of this Policy, and any requests for its review should be directed to them.

6. This Policy comes into effect from the date of its approval by the Executive Director of the Organization.