



AMERICAN CHAMBER OF COMMERCE IN BULGARIA

CODE OF BUSINESS CONDUCT

American Chamber of Commerce in Bulgaria

The American Chamber of Commerce in Bulgaria (AmCham Bulgaria) is an independent, non-profit business association founded in 1995. The Chamber aims to contribute to improvement of the business environment, investment climate and living standards in Bulgaria, as well as to support and strengthen economic relations between Bulgaria and the United States of America.

AmCham Bulgaria, its directors and its members hold business ethics as a matter of primary importance. To this end, the Chamber has developed a Code of Business Conduct which reflects the values and principles that the organization stands for.

The Code of Business Conduct aims to create conditions for strengthening the AmCham reputation as a business organization of member companies which comply with respective laws and regulations, respect their stakeholders, and stimulate fair competition. The Code is to be followed by all AmCham members in every aspect of their operations and serves as an example of ethical business practices for AmCham and its members to follow.

CODE OF BUSINESS CONDUCT

I. Values

AmCham Bulgaria stands for:

- ❖ Free and fair competition;
- ❖ Legality;
- ❖ Transparency;
- ❖ Impartiality;
- ❖ Ethics;
- ❖ Continuous improvement.

II. General principles

The Chamber's day-to-day activities are guided by the following principles:

- ❖ Promotion of free and fair competition
- ❖ Legal and regulatory compliance;
- ❖ Transparency which means integrity and openness towards members and stakeholders;
- ❖ Avoidance of conflict of interest
- ❖ Support, representation, and protection of members' interests without favoring any individual interest before the common interest of all members;
- ❖ Fair, equal, and impartial treatment of AmCham members;
- ❖ Observance of contractual obligations and commitments;
- ❖ No involvement and public discouragement of any form of bribery and corruption in the conduct of business;
- ❖ Support of constant improvement in members, organization, community and market.

III. Members

AmCham Bulgaria members shall:

- ❖ Comply with all respective laws and regulations and observe up-to-date industry standards and best practices;
- ❖ Promote and respect fair competition;
- ❖ Conduct their business in an ethical way;
- ❖ Refrain from any corrupt practices and/or, either directly or indirectly, offering or giving anything of value to anyone – including government officials or private commercial parties – to improperly influence any governmental or business decision;

- ❖ Refrain from providing incorrect or misleading information and fulfill their contractual obligations.

IV. Government outreach

AmCham Bulgaria shall:

- ❖ Undertake advocacy activities and government outreach in full transparency and in accordance with highest ethical standards;
- ❖ Provide reliable, trustworthy, and timely information to its members about its advocacy activities;
- ❖ Refrain from, either directly or indirectly, offering or giving anything of value to anyone – including government officials or private commercial parties – to improperly influence any governmental or business decision.

V. Employees

AmCham Bulgaria and its member companies shall:

- ❖ Ensure fair treatment of all employees based on performance, regardless of race, color, nationality, gender, religion, sexual orientation or political viewpoint;
- ❖ Provide a safe and healthy environment in the workplace;
- ❖ Inform and regularly update employees on company policies and procedures;
- ❖ Instill the highest standards of professional conduct and provide opportunities for personal and professional development of their employees.

VI. Community

AmCham Bulgaria and its members shall:

- ❖ Act responsibly and contribute positively to communities in which they conduct their business through promotion of education, health, environmental protection, sport and other activities;
- ❖ Encourage and support their employees to give back to communities through volunteer work.