

# MicroSource

## Gateway to Your Micro World

### Code of Ethics

The MicroSource portal and services serve as an optimization center for human resources providers as well as for the recipients of human resources.

### Premises:

All MicroSource portal and service users are (portal users) fully aware that abiding by primary values and correct behaviour is a must; they are also aware of all legal and moral obligations toward third parties with whom they engage. All MicroSource portal users accept this Code of Ethics as a primary source of ethic and moral principles related to the portal.

#### §1. Relations among portal users

- ✚ All portal and service users are aware that integrity and credibility, in relation to third parties, is a presumption of their successful and stable growth and they incorporate these principles into all their activities with third parties.
- ✚ All portal and service users are aware of the importance of human resources for their business, therefore they will not persuade any resources to switch over nor will they use any of the information about the human resources for their own gain; they will also obide not to intervene them in the benefit of a third party.
- ✚ All information about the portal and service users and third parties are considered to be confidential. The portal and service users will avoid communication about confidential information while communicating together.
- ✚ All portal and users who offer their resources at the portal will accept the business conditions All portal and users, aware of their vocational and professional responsibility in ICT, will commit to include precise and actual data in the portal while advertising their services, products or know how. They will not include any untruth or hide any important information.
- ✚ All portal and service users will commit to the consequential obedience of all communally agreed valid settlements and procedures

#### §2. Relations between MicroSource and the portal users

- ✚ MicroSource respects the user's interests in the settled conditions and will not show bias in any way to that of any other party
- ✚ MicroSource guards all gained information carefully and makes special efforts to keep it safe according to the appropriate privacy laws
- ✚ MicroSource will encourage all persons involved in the portal to develop their relevant abilities, MicroSource will explain the goal of its activities and the meaning of particular tasks, MicroSource will support an effective communication and involve all portal users to improve its and their work.

#### §3. Relations between suppliers and customers

# MicroSource

## Gateway to Your Micro World

- ✚ A supplier will make sure that the offered resources will be willing to adapt to the project culture of the customer and their clients (they will use the customer's current patterns used for cooperating with their clients, they will use the customer's and their client's spaces in accordance with their valid rules and practices.
- ✚ The customer is bound to use the human resources in accordance with their qualification and the customer's requirements. The customer will inform the resources with all principals of their workload and the current situation at their client.

### §4. Obedience of the Code of Ethics and verification

- ✚ The main condition for usage of the MicroSource portal and services and any cooperation related is the strict obedience of the Code of Ethics
- ✚ MicroSource allows all persons involved in its activity to express their opinion about the activities and behaviour of the portal users.
- ✚ MicroSource will solve all complaints related to violation of the Code and, if needed, will take appropriate actions.

### §5. Validity

- ✚ Validation of the Code of Ethics is required by accepting it on the website or by printing and signing it.

By accepting this Code of Ethics I also agree to have my name placed at the resource's section and, in the case of violation of the Code, my name will be placed in the „suspended“ section.