



## Code of Conduct

The organizations I work with can count on expert advice and support. Advisory services seem difficult to measure, but based on clear agreements a client can be assured of a successful project were goals, commitment, costs and revenues are clearly defined. @Vise Ensures:

### Independency.

- An independent professional attitude. @Vise will act in the best interest of its clients, as being in the service of its client.
- Ensures an agreed statement of VAR [tax independent statement] and protects clients from any liability relating to premium and taxation.
- ensures an adequate business liability insurance.

### Integrity

- is careful with the details of his client. Clients can count on confidentiality.
- Acts carefully in dealing with staff and the interests of his client.
- will not provide information on the organization to third parties without the explicit consent of the client.
- acting in the exercise of his duties in accordance with existing legislation and conforms to the internal rules of conduct of the client.
- will refrain from any activities or statements which may harm the interests of the client.
- All assignments are carried out in the spirit and terms of CSR Netherlands.

### Assignment

- The parties will in advance set clear written agreements regarding fees, objectives and possible guarantees. It indicates whether there is any effort or result obligation.
- The task starts after sign off the agreement and in accordance with the dates established in the contract and terminates in accordance with agreed deadlines and excerpts
- The agreement includes at least:
  - Day start
  - Day end
  - Fee per day, half-day, hour
  - Other expenses
  - Billing appointments
  - Authorizations and Responsibilities
  - Objectives
  - Reporting frequency
  - Result and meeting contract
  - Confidentiality – Non disclosures agreements
  - Any after-sales activities.
  - Terms and Conditions @Vise Business Consulting
- The project is executed in accordance with agreements. Frequently there will be a review on the progress, during which any deviations are approved
- Ensures continuity in the event of a prolonged outage.
- Ensures that at any time the project information can be transferred directly by staff of the organization. To this end @Vise ensures proper backup of data using the existing systems of the client

## Sr Professional Supply chain – en Performance management

- The contract is subject to the terms and conditions of @vise Business consultancy, which are registered with the Chamber of Commerce in Emmen Netherlands.

### **Non disclosure**

- All client information is treated confidentially.
- will not use the information entrusted to him in favor of its own [financial] gain or that of third parties.

### **Employees**

- employees of the client will not be employed by @vise for a period of 2 years.
- will not support employees in mediation to external functions unless it falls within the scope and performance of the contract.
- employees will not actively be approached for external functions when they are known to @Vise.

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8 februari 2015