

## CODE OF ETHICS & PROFESSIONAL CONDUCT BDO SLOVAK REPUBLIC

Exceptional client service begins with exceptional people committed to exceptional endeavours. At BDO, we believe that our business, at its core, isn't about clients won or money. It's about helping people. It's about creating a better culture for our employees, in and out of the office. It's about giving back to our communities and doing our part to preserve the environment.

Our Code is based on our shared Ethics and reflects our core belief that, at BDO, ethics and integrity are fundamental and not negotiable. These Ethics are an integral part of our Code of Ethics which guides us in conducting business honourably, ethically, and with the utmost professionalism.

BDO is dedicated to upholding the highest standards of ethics and compliance in accordance with both internal policies and external laws and regulations.

All of our employees and partners are expected to uphold our Core Ethics, and conduct themselves to the highest degree of ethical, legal, and professional conduct. The top priority of our culture is always to do the right thing.

In order to succeed, we must grow and develop, both as individuals and as a business. Our Core Ethics help us to achieve this growth.

### OUR CORE ETHICS

#### Integrity

- ✓ We are straightforward and honest in our professional opinions and business relationships
- ✓ We are truthful about the services we provide, the knowledge we possess, and the experience we have gained
- ✓ We apply standards of professional conduct to all our activities with our clients and our communities & acting professionally
- ✓ We behave in a manner that answers to the expectations of our clients
- ✓ We treat people and the environment with respect
- ✓ We considering the ethical dimensions of our actions
- ✓ We uphold our and our clients' reputations
- ✓ We act in a socially responsible manner
- ✓ We respect our competitors and are committed to fair business practices
- ✓ We receive fees that reflect the value of services provided and responsibilities assumed

#### Objectivity

- ✓ We are objective in forming our professional opinions and the advice we give
- ✓ We do not allow bias, conflict of interest, or inappropriate influence of others to override our professional judgments and responsibilities
- ✓ We do not offer, accept or solicit any gifts, entertainment or hospitality that we have reason to believe may be intended to improperly influence business decisions or impair objectivity

## Delivering quality services and achieve excellence

- ✓ We are committed to providing quality services by bringing together our resources, experience and insights to help clients address their needs and problems
- ✓ We strive to develop outcomes which create an impact that matters for our clients
- ✓ We deliver what we promise and add value beyond what is expected
- ✓ We achieve excellence through innovation, learning and agility

## Commitment to each other

- ✓ We develop teamwork, relationships, respect and sharing
- ✓ We work together and thinking about the way we work
- ✓ We build on mutual trust and respect
- ✓ We care for our people
- ✓ We develop pride of belonging
- ✓ We try to balance work and private life
- ✓ We invest in the ongoing enhancement of our skills and abilities
- ✓ We provide a safe working environment for our people

## Leadership

- ✓ We lead with clients and lead with people. The core of our successful leadership is courage and integrity. Courage allows us to do what needs to be done, integrity allows us to do the right thing

## Professional behaviour

- ✓ We comply with applicable professional standards, laws and regulations
- ✓ We seek to avoid actions that may discredit ourselves or our professions
- ✓ We foster a culture of appropriate professional scepticism and personal accountability which supports clients and drives quality in the services we provide
- ✓ We understand the broader impact that our work has on society, our people, and our clients, and we conduct business with those interests in mind

## Competence

- ✓ We use due care to match client needs with practitioners who have the competence required for their assignments
- ✓ We foster innovation and new ideas to improve the value and performance of our services
- ✓ We invest in our people to develop the professional knowledge and skills necessary for them to effectively perform their roles
- ✓ We help our people reach their potential through investments in personal and professional development and support programs



## Confidentiality, privacy and data protection

- ✓ We protect and take measures to safeguard the confidential and personal information that we hold, collecting and handling it in compliance with applicable laws, professional obligations, and our own data management policies and practices
- ✓ We prohibit disclosure of confidential and personal information entrusted to us unless granted permission or there is a legal or professional right or duty to disclose
- ✓ We prohibit the use of confidential information about our clients for personal advantage or for the benefit of third parties

## WHAT CONSTITUTES A VIOLATION OF OUR CODE OF ETHICS AND PROFESSIONAL CONDUCT?

Non-compliance with laws, regulations or professional standards and unethical behaviour may be violations of our Code of Ethics and Professional Conduct. Some specific examples of violations may include:

- Conflicts of interest
- Breaches of confidentiality
- Inappropriate political activities and contributions
- Inappropriate gifts and entertainment
- Unlawful discrimination or harassment
- Substance abuse
- Falsification of documents
- Workplace violence
- Inappropriate reporting of time or expenses
- Inappropriate use of firm or client resources
- Inappropriate disposal of firm or client documents
- Non-compliance with applicable statutes and regulations
- Insider trading or other securities law violations

## PERSONAL DUTY

It is the duty of all our people to know, understand, and comply with our Code of Ethics and Professional Conduct. Every BDO employee is responsible for consistently following our Code, and for choosing the right course of action if faced with an ethical workplace dilemma.

Compliance with this code is a condition of employment and partnership with BDO, and failure to adhere to its provisions may result in disciplinary action, including termination.

To assist our people to fulfil this duty, BDO provides periodic communications, ethics training and consultations on difficult issues and reports suspected misconduct.

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This Code of Ethics and Professional Conduct is to be applied in accordance with:

- i. Act No. 423/2015 Coll. on Statutory Audit
- ii. IFAC Code of Ethics
- iii. BDO RISK MANAGEMENT MANUAL
- iv. BDO Slovakia internal procedures

Peter Gunda, Managing Partner