

1. GENERAL

Integrity and professional decorum are the core values of TNV EUROPE Tempus Novae Visionis d.o.o. The trust we inspire in our customers and stakeholders is key to our success as an organization and as individuals. As a leader in the certification industry, TNV EUROPE Tempus Novae Visionis d.o.o. adheres to the highest standards of professional behavior and decorum. The TNV EUROPE Code of Integrity and Professional Decorum Tempus Novae Visionis d.o.o. defines the key principles of professional integrity and is an expression of the principles shared by TNV EUROPE Tempus Novae Visionis d.o.o., its activities and its associates.

TNV EUROPE Tempus Novae Visionis d.o.o. provides training to its employees on the Code of Integrity and Professional Decorum, to ensure that the highest standards of integrity are functional to all management system standards certification activities worldwide, in accordance with international best practices.

The purpose of this document is to determine the basic principles of activities and contracts concerning:

- Internal and external staff of TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o., including members of the Committee for the Protection of Impartiality;
- Staff of the companies to which TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. will order any evaluation activities of the certification activity of the system.

Our annual training program on the Code of Integrity and Professional Decorum is regularly updated and is led by the General Manager.

The Director is responsible for implementing the procedures governing the ethical conduct of employees and collaborators and conducting investigations into alleged misconduct by personnel. The general manager also sets the integrity standards that we expect from our business partners.

The Code of Professional Integrity and Decorum considers all information relating to the certification activity confidential; Consequently, any other information and documents of the same nature must also be treated as such.

2. CODE OF CONDUCT

In view of the above, the internal and external staff of TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o., including members of the Impartiality Committee, auditors and lead auditors who have been assigned a certification activity must comply with the following points:

1. Treat confidentially all documentation to which you have access and which is classified as confidential in accordance with the provisions of this procedure;
2. It does not provide advice or assistance, even outside working hours, in all the cases provided for in the documents for the recognition of compliance with the ISO/IEC 17021 standard (latest valid version), in the guidelines for the implementation of the standard issued by the international accreditation forum and in the special requirements imposed by the accreditation authorities;
3. It does not communicate in such a way as to lead the client to believe that the certification process at TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. can be simplified and/or more economically advantageous in any way if the client uses certain consulting services;
4. Does not participate in the certification process of a customer with whom it has started collaborations and/or other types of provision of services related to management systems in the last two years;

5. It adopts all appropriate security measures to prevent the direct or indirect dissemination, through its own fault or that of its subordinates, of documents and information of which it becomes aware during the performance of the activities envisaged in the TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. certification process; Such security measures include:
 - a. Manage the documentation and archive it according to specific provisions written in the relevant procedures and instructions;
 - b. Do not leave confidential documentation unattended in meeting rooms or rooms to which visitors have access;
 - c. Prevent unauthorized people from accessing workspaces and archives.
6. At all times of its activity, it complies with the documents and procedures of the company TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. concerning its tasks;
7. Participates as much as possible in activities, meetings, courses for the harmonization of criteria in general and when requested by TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o.;
8. During the preparation of the documentation, TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. informs the company of any relationship (related direct relationship, consultancy activities, family ties, hierarchical dependence, etc.) that it may have or has had with the company to be assessed, especially if this relationship may compromise its independence of judgment.
9. Maintains an attitude that guarantees a positive and effective image of TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o.;
10. He shares his experiences, ideas and advice with other TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. staff;
11. You do not benefit from being an employee of TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. for any purpose other than the duties assigned to you; In particular, during the evaluation procedures:
 - a. Any deviations and discrepancies will be ascertained on the basis of objective evidence and not on the basis of personal opinions or subjective assessments;
 - b. It will not behave inappropriately towards the company being assessed.
12. He does not hesitate to change his mind if it turns out that there is some flaw in the company;
13. She does not give in to the pressure or intimidation she might receive if she is convinced of her criteria, unless proven otherwise.

3. CONFIDENTIAL INFORMATION

Consequently, all other information and documents of the same nature must also be treated as confidential, even if not specified herein, but for which TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o. requires such processing:

- Activities related to the documentation preparation process, both in the implementation phase and in the maintenance phase. A company under assessment is allowed to use the information unless this would result in a misinterpretation of the development status of its management system. TNV EUROPE TEMPUS NOVAE VISIONIS D.O.O. is authorized to treat the information in its possession as non-confidential only and exclusively for good cause and provided that the company has been informed and has authorized such processing, if necessary.
- Information resulting from judicial proceedings;
- Any activity that the company defines as such;
- Documents of a statutory nature that are under review and on which it is indicated "document marked as "Limited" or "Confidential";
- Any other document marked as "Restricted" or "Confidential";

- In general, all documentation specified in procedures related to the business management system, such as records, design, handling, storage, packaging, and delivery, is classified as confidential.

The following are examples of documents (and the information contained therein) that are confidential:

- Formal or informal requirements for certification;
- Information on the analysis of documentation, prior to assessment, during assessment and assessment;
- All types of decisions made in relation to the application for certification or during the maintenance of certification;
- Penalties imposed on a company that has applied for or requires certification, according to the conditions set out in the articles of association. TNV EUROPE TEMPUS NOVAE VISIONIS D.O.O. reserves the right to publish, which can only be used with the prior approval of the General Manager;
- Company information during the certification process and information that will be written on the certificate after obtaining the certificate. From the date of issue of the certificate, this information will no longer be classified as confidential and will also be listed in TNV EUROPE TEMPUS NOVAE VISIONIS D.O.O. publications.
- All correspondence between TNV EUROPE TEMPUS NOVAE VISIONIS D.O.O. and organizations that apply for and/or have already obtained a certificate, even if such correspondence is in any way addressed to companies and/or third parties participating in the certification activity.
- All correspondence between TNV EUROPE TEMPUS NOVAE VISIONIS D.O.O. and its employees and/or collaborators containing information relating to the documentation.

Nova Gorica, 11/11/2024

TNV EUROPE TEMPUS NOVAE VISIONIS d.o.o.