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The management of [>atlanta events & coporate travel consultants](#) details, in its Ethical Code, a set of rules which define the relationship with its stakeholders, as a guide to behavior so that the members of the organization act in accordance with the values, politics and objectives of the company, being fully devoted to working against corruption in all its forms and to the following commitments applicable to all areas of their work duties :

### **Rules of conduct :**

We develop and manage our operations and work activities with honesty, integrity and clarity, respecting human rights and the interests of all our employees.

Equally, we show the same respect to those with whom, out of legitimate interests, we collaborate.

### **Compliance with the laws :**

All our employees are required to comply with all the laws of the autonomous communities in which we operate.

### **Employees :**

[>atlanta](#) is committed to working in a multicultural environment, in which mutual respect and trust exist and where everyone feels responsible for the reputation and results of our company.

We select, contract and promote our staff based on their profile, expertise and/or experience in the work that they are going to carry out.

We are committed to providing adequate health and safety working conditions for all our employees.

We are committed to working jointly with our employees to develop and improve the skills of each individual, ensuring equal opportunities.

We respect the dignity of each individual and the employees' right to the freedom of association.

We uphold good communication with our employees by means of the usual methods of information and enquiry of the company.

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## **Commercial relationships :**

>atlanta is committed to establishing mutually beneficial relationships, with its clients, suppliers and all those with whom it collaborates. We hope that all those with whom we maintain commercial relationships adhere to ethical principles in line with our own.

## **Social Responsibilities :**

>atlanta strives to be a trustworthy business institution and, as an integral part of society, fulfil its responsibilities in the presence of the societies and communities in which it operates.

## **Competition :**

>atlanta believes in strong but fair competition and supports the development of laws which correctly regulate it. The employees of Atlanta Travel carry out their operations in accordance with the principle of fair competition complying with the rules which are to be applied.

## **Commercial Integrity**

>atlanta neither gives nor receives direct or indirect bribes or any other improper benefit intended to be used to retain or obtain any business or financial gain. No employee of Atlanta can offer, give or receive gifts or payments which could be intended as bribes or which could be considered as such. Any request or offer of bribes must be rejected immediately and reported to management.

The account books and accrediting documents must clearly reflect the exact nature of the transactions they protect. No concealed or non-registered accounts, funds, or assets are to be established or maintained in the account books.

## **Conflict of interests :**

>atlanta expects that its employees will avoid both personal activities and financial interests which could enter into conflict with their responsibilities to the company.

Our employees must not use their position in order to profit for themselves nor for others.

## Corporate Image and Reputation

>atlanta considers its corporate image and reputation to be one of its most valuable assets in maintaining the trust of its shareholders, clients, employees, suppliers and society in general. Our employees must take the utmost care to conserve the image and reputation of the company in all their professional actions.

## Processing of information and knowledge :

>atlanta considers information and knowledge to be one of their main assets and essential for business management and being the object of special protection.

It states the veracity of information as a basic principle in all its actions, consequently our employees are required to transmit truthfully all the information that they have to communicate, both internally and externally, and in no case must they provide information knowing it to be incorrect or inexact which could cause an error for the recipient.

All employees of Atlanta who enter any type of information into Atlanta's IT systems, must ensure that it is accurate and reliable, abstaining from any practice which contravenes this commitment.

Our employees are required to observe the strictest confidentiality about all the private information to which they have access, as a consequence of the duty of their professional activity and in accordance with the L.O.P.D.

## Relationships with clients

>atlanta assumes, leads and drives the commitment to quality, facilitating the necessary resources to achieve excellence and establishing the appropriate measures to ensure that the quality policy is put into practice by all employees in accordance with these principles.

All employees of Atlanta must act honestly with the company's clients or their internal clients with the objective of attaining the highest levels of quality, excellence in the provision of services and the long-term development of relationships based on trust and mutual respect.

Our employees must act in a way that ensures compliance with the clients' required commitments.