

CODE OF BUSINESS CONDUCT

Competitiveness. Transparency. Cooperation.



CODE OF BUSINESS

Introduction – Why have a Code of Business Conduct?

The purpose of AmCham Azerbaijan is “to promote the business interests of the Members by working to improve the business climate in Azerbaijan...”.

One of the ways to further that purpose is to establish an AmCham Azerbaijan Code of Business Conduct that Members and Associates agree to abide by in their business dealings in Azerbaijan.

AmCham Azerbaijan supports fairness and honesty in business dealings. It is against corruption and anti-competitive practices. The AmCham Azerbaijan Code of Business Conduct is a statement of the principles that AmCham Azerbaijan believes will, if followed by Members and Associates, help to improve the business climate in Azerbaijan.

Gifts and Entertainment

Giving and receiving gifts and providing and receiving entertainment can affect independence of judgment in business dealings. They can create improper influence (or the appearance of improper influence) on decision makers. At the most extreme end of the scale, this can amount to bribery.

“Gifts and entertainment” can take many forms e.g. money, stocks or other securities, loans, discounts, services, prizes, use of vehicles or transportation, tickets, home improvements, vouchers and so on. Things of nominal value such as promotional items and modest occasional meals are unlikely to normally fall into this category.

Therefore the Members and Associates of AmCham Azerbaijan:

- Will exercise caution and good judgment in the giving and receiving of gifts and entertainment and will not cross the line into bribery by way of frequency or extravagance.
- Will not offer, give or receive anything of value under circumstances that are unlawful or could be viewed as an attempt to improperly influence the giver's or recipient's decisions affecting the Member or Associate.

Anti-Competitive Practices

Practices that restrain trade, limit competition or are aimed at creating a monopoly are not in the business interests of Members and Associates of AmCham Azerbaijan.

Examples of such practices include:

Price Discrimination - where the same product is sold at different prices to different customers where the price difference might have an adverse effect on competition.

Price Fixing – where competitors collaborate to raise, lower, maintain or stabilize prices or fix terms relating to price such as credit terms and pricing formulas.

Bid Rigging – where competitors collaborate to affect the outcome of bids; for example by agreeing on prices or terms and conditions or agreeing on who will bid for which contracts.

Market Division – where competitors divide up markets, territories, customers or products among themselves.

Therefore the Members and Associates of AmCham Azerbaijan:

- Will not make agreements or understandings with competitors regarding pricing, allocation of customers, geographical operating areas, products or types of work.
- Will not communicate with competitors about sales, actual or potential customers, bids, products and services provided to customers, capabilities or future plans.
- Will not otherwise become involved in anti-competitive practices.

- Will not engage in corporate spying or illegally attempt to obtain another organisation's proprietary information.

Purchasing Goods and Services and Choosing Business Partners

The way in which businesses in Azerbaijan purchase goods and services could have a significant effect on improving the business climate in Azerbaijan. Similarly, it is important that business partners are chosen carefully so that commitment to this Code is not undermined.

Therefore the Members and Associates of AmCham Azerbaijan:

- Will purchase goods and services strictly on the basis of quality, price and service.
- Will treat all those with whom they do business honestly.

- Will exercise due diligence, caution and good judgment when selecting business partners and representatives, having regard to this Code.

Health, Safety, Security and the Environment

Healthy workers and safe and secure workplaces lead to improved productivity. Minimizing damage to the environment is an important part of corporate social responsibility.

Providing safe and secure workplaces, responsibly using natural resources and reducing waste are all ways that Members and Associates can help to improve the business climate in Azerbaijan.

Therefore the Members and Associates of AmCham Azerbaijan:

- Will give primary importance to matters involving the health, safety and security of their employees and others, and to environmental considerations, in the carrying out of their businesses.

Harassment and Discrimination

Harassment in the workplace is behavior that is offensive and unwelcome to specific individuals or groups. It can take different forms; sexual harassment, bullying and other hostile or insulting behavior in words or in actions.

Discrimination is unequal treatment often based on factors such as nationality, race, religion, age, color, sex or handicap.

Members and Associates of AmCham Azerbaijan:

- Will seek to eradicate harassment and discrimination on the grounds of nationality, race, religion, age, color, sex, handicap and any other form of discrimination (except as may be provided for in law) from the workplace.

- Will show respect and courtesy to all those with whom they do business.



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