

meridiana 



- respect for the International Principals of Anti-corruption;
- choose furnishers, collaborators and consultants that abide by this Code of Ethics;
- conduct and manage ethically professional activities when dealing with pharmaceutical industries, scientific and health sectors.

## **Values Chart**

Meridiana Events & Education srl has also elaborated its own “Values Chart” based on the following principals:

- ability to listen to and respect clients, presenting itself as an attentive and serious partner, well-aware of the responsibilities deriving from the role of intermediary through the conception and fulfillment of a line of offers in answer to the diverse requests;
- actions aimed at behaving properly, preventing or avoiding situations with conflicts of interest in fulfillment of Meridiana’s mission and the values of its clients;
- proper training and information for Meridiana’s personnel for avoiding that said personnel take advantage of and/or profit from undue opportunities that become known through his/her activities;
- reject, with all people - including its furnishers - whatever principle of discrimination that may be based on sex, nationality, religion, personal and political opinions, age, health and economic conditions;
- clear and transparent wording of contract activities with clients and furnishers;
- promote clarity, traceability and objectivity of all actions;
- proper investments for the availability of suitable organizational means and facilities;
- respect of working norms, even concerning child labor and workers’ health and safety;
- economizing in the management and use of company resources in respect of the ever greater standards of quality;
- safeguard and foster company goods and resources in virtue of adopting any necessary prudent behavior aimed at guaranteeing the company’s continuity;
- recognition of loyal competition, admiration and collaboration with other competitors on the market;



- protect privacy in compliance with the norms in force;
- recognition of human resources as a fundamental and necessary factor for the company's development;
- aversion towards any relationship of a patronage system, nepotism, terrorism and mafia;
- recognize the importance of Meridiana's relationship with institutions, public bodies and companies in abidance by behavior based on autonomy, independence and correctness.

### **Respect for laws and regulations in force**

Meridiana pledges to adopt all means of prevention and control considered necessary for guaranteeing, in its field of work, complete compliance with the laws and regulations in force, norms of supervision, norms of self-regulation and internal norms and regulations in all geographical contexts and on all levels of decision-making and executive functions.

### **Privacy**

Meridiana assures privacy of any information that it may possess, and will abstain from searching for personal data, except when willingly authorized by the interested party and, in any case, always in abidance by law, assuring that the recipients only use the personal data for purposes strictly connected to Meridiana, and solely for reasons associated with the execution of its task.

### **Internal control system**

Meridiana has implemented an internal Body of Supervision that receives internal and external reports from the client.



## **Gifts**

Each year Meridiana gives modest Christmas gifts to its clients, in abidance by fiscal laws regarding “gifts”, and in limitation of company costs for less urgent expenditures that are not strictly necessary for offering quality services.

## **Book-keeping and balance sheet, disclosure statements and similar documents**

Meridiana continuously consults an international office, Moores Rowland Italia, with a worldwide network of professionals who are able to support Meridiana in national and international operations.

## **Meridiana also adheres to the Federcongressi code of ethics:**

### **Preamble**

The Meeting Industry cannot properly establish itself unless professionals and companies associated with Federcongressi comply with the following professional behavioral norms.

## **PRINCIPLES**

The Principles of Professionalism constitute the guidelines for the members' conduct during the practice of their profession, and have an impact on both the member's image and on the Association as a whole. The member pledges to comply with these principles upon enrolling in the association.

Adherence to the Principles of Professionalism generates trust on the market and in institutions, and also engages in the practice of a professional relationship among colleagues.

Members of the Association are responsible for guaranteeing a conduct of integrity towards the Association, the member colleagues, employees and collaborators, participants at events, customers, furnishers, employers and respect for the environment and culture where the congress is being held.

### **Professional integrity**

To present oneself and act, in the field of one's profession, with honesty, without exaggerating, to be objective and clear about facts and circumstances with awareness of one's own responsibilities.

To represent, when delegated to do so, one's Association while bearing in mind common interests and respecting the limits of the task assigned.

To avoid any behavior that might be understood as a conflict of interests, or aimed at personal interests.

To only offer and accept incentives, goods or services in commercial relationships that cannot, in any way or manner, cause non-ethical practice.



To keep from making use of free services to visit a certain destination, or to conduct an inspection unless there is a real prospect for doing business in that location and/or with that furnisher.

**While practicing ones profession:**

Pursue sound and loyal competition in your commercial and marketing activities, which will stress cohesion and favor the growth of the Meeting Industry.

Respect written contracts and verbal agreements in pursuance of clarity and reciprocal understanding with accurate, complete and precise communication with respect for other people's rights and interests.

Recognize the rights of professional partners to profit as a necessary element for the continuation of the activity and quality of services.

Avoid false, exaggerated or deviant statements relative to one's professional competences for managing tasks relative to the assigned responsibilities.

Guarantee respect of privacy and be reserved about personal data in whatever form it may be received.

Abstain from improper use of information, proposals and ideas.

Make the commitment to protect the environment through the responsible use of resources necessary for the realization of events.

Actively pursue professional growth through continued training, the exchange of responsibilities and professional experience for contributing to the progress of the Meeting Industry.

Favor those work relationships with partners that pursue the same culture in the field and that also abide by the same professional principles.



**Respect for diversity:**

**Adopt and encourage a work environment of respect for everyone, without any distinction of nationality, race, religion, sex, age, sexual preferences or different mental and physical abilities.**

**Adherence to these principles guarantees professionalism, competence, correct relationships and integrity. Noncompliance with these Principles may lead to reporting the member to the Association's control body.**

**Pisa, May 25, 2010**