CODE OF CONDUCT

Company: iOFFICE d.o.o.

1. Introduction and Purpose

The iOFFICE d.o.o. Code of Conduct defines the key rules of professional behaviour and ethical standards
expected from all employees, external collaborators, and business partners.
The purpose of this Code is to ensure transparent, responsible, and lawful business operations and to
protect the reputation of the company.

2. Core Values

iOFFICE d.o.o. operates according to the following values: integrity, responsibility, respect, professionalism,
transparency, and compliance.

3. Compliance with Laws and Regulations

All employees must comply with Croatian laws and applicable EU regulations, including labour laws, data
protection rules, competition regulations, and occupational safety requirements.

4. Professional Conduct

Employees are expected to communicate professionally, treat colleagues and clients respectfully, and
perform their duties responsibly.

5. Non-Discrimination and Harassment

iOFFICE d.o.o. does not tolerate discrimination or any form of harassment (bullying, sexual harassment, threats, or
offensive behaviour). Every employee has the right to a respectful working environment.

6. Conflict of Interest

Employees must avoid situations where personal interests may influence business decisions. Any
potential conflict of interest must be reported to a supervisor or management.

7. Confidentiality and Protection of Information

All employees must protect business secrets and confidential information, including client data, contracts,
financial information, and internal processes.
Confidential information must not be disclosed to unauthorised persons.

8. Personal Data Protection (GDPR)

iOFFICE d.o.o. processes personal data lawfully and responsibly. Employees must follow GDPR requirements and
internal procedures.

9. Anti-Bribery and Anti-Corruption

iOFFICE d.o.o. has a zero-tolerance policy toward bribery and corruption. Offering, promising, giving, or accepting
bribes in any form is prohibited.

10. Gifts and Hospitality

Gifts and business hospitality may only be offered or accepted if they are reasonable, appropriate, and do
not influence objective business decision-making.

11. Company Property

Company property (equipment, software, vehicles, documentation) must be used for business purposes
only unless explicitly approved otherwise.

12. Cybersecurity and IT Protection

Employees must protect access credentials, use strong passwords, and prevent unauthorised access to IT systems.

13. Reporting Misconduct

Employees must report any suspected illegal or unethical conduct through internal reporting channels or to
their supervisor. Whistleblowers are protected from retaliation.

14. Violations

Violations of this Code of Conduct may result in disciplinary action, including termination of employment or
termination of cooperation with external partners.

15. Effective Date

This Code of Conduct becomes effective on the date of approval by iOFFICE d.o.o. management.

Date: September 1st, 2025

CEO/Management: Mirko Mihaljević _____

CEO/Management: Damir Čeko _____