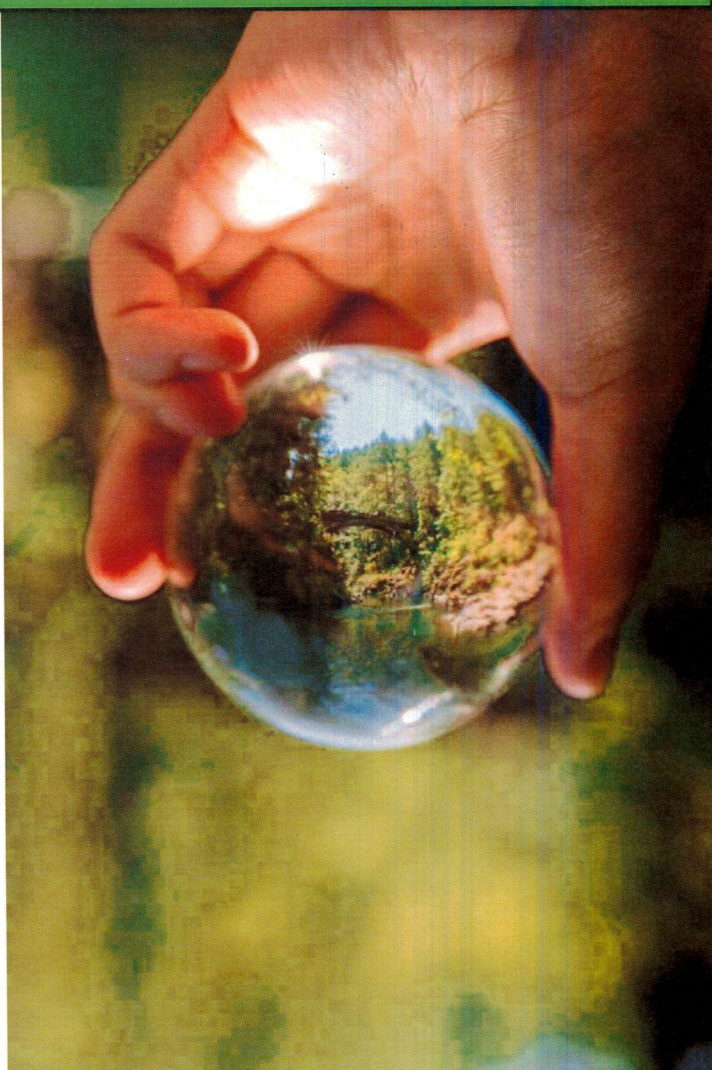




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Code of Conduct and Ethics



- Our Code of Conduct and Ethics applies to everyone working in Pro-Mediu. Our Code outlines our commitment to the highest levels of ethics and integrity. The concept of responsible progress is at the core of our company's mission.

Principles

Be accountable
Treat others with respect
Demonstrate a passion for our work
Promote a shared vision
Communicate effectively
Value others' perspectives
Inspire success
Remove barriers
Value inclusivity and diversity
Take a solutions-oriented approach
Decide quickly
Learn from our mistakes
Engage with our colleagues

Our Purpose and Mission

Experts Association „PRO MEDIU” is a public association, established in 2020 by a team of experts in the field of environmental pollution prevention, waste and chemicals management, climate change, agriculture, sustainable development and water and wastewater management in the Republic of Moldova, by:

- contributing to the improvement of the quality of the environment, by promoting and supporting the principles of good governance, according to the international environmental treaties.
- contributing to the promotion and support of a vision of sustainable and equitable development of society, based on respect for fundamental human rights, the application of innovations, in order to combat global pollution and the effects of climate change.
- supporting the activity and civic involvement in the development of the field of environmental protection to ensure a healthy living environment and access to environmental infrastructure services.
- promoting the development and application of information resources to facilitate the collection of environmental data and ensure the access of civil society, business and public authorities to environmental information.

Below are the major sections of our Code, with a brief description of each.

We Uphold the Highest Standards for Work

- ProMediu employees naturally prevent and discover any attempts at corruption and influence peddling in its relations with the various interested parties, while developing the national legislation
- Discernment, sense of responsibility and ethics are obligations of each of us
- Pro-Mediu follows all rules surrounding the procurement process for contracts in the frames of the implemented projects
- We follow all legal requirements that apply to our work in the frames of the implemented projects, as well as consultancy services provided to business
- We follow all policies related to gifts and entertainment, anti-bribery and anti-corruption.

We Avoid Conflicts of Interest

- Pro-Mediu avoids:
 - o membership in the Board of Directors or equivalent fiduciary roles by members of family
 - o unpaid professional activities for any payment service or related entity that has a relationship with Pro-Mediu
 - o close relatives who works for any organization that has a relationship or competes with Pro-Mediu in any way.
 - o relationships with government officials or offices that have influence over matters that could affect Pro-Mediu
 - o outside employment, including self-employment, consulting activities even if they are not in the payments space, or involvement in any start-up ventures or engaging Pro-Mediu staff in such a venture

Diversity, Equity and Inclusion

We foster belonging in the workplace, support diversity of thought, culture and background, fight for equity in all forms and actively work to eliminate unconscious biases that hold us all back.

Confidential Information and Intellectual Property

- Never leave confidential information where others can see or access it
- Access and store such information only on approved devices
- Never discuss confidential matters in public
- Ensure confidential information is always secure, even at your office desk
- Dispose of all confidential information according to company policy

Respectful Conduct

- We think carefully about our words and actions
- We never say or do anything others may find offensive
- Speak up when we see disrespectful behavior
- Always treat others with kindness and acceptance

Harassment and Discrimination

We are strongly committed to equal opportunity in all employment decisions and promote a culture where everyone is treated with dignity and respect. We prohibit any form of harassment or discrimination based on protected class. Discrimination or harassment based on a protected class may occur in writing, verbally, physically, or visually, such as photos or videos, to the following classes:

- Skin color or race;
- Sex, sexual orientation and gender identity;
- Religion;
- Age;
- Marital status;
- National origin or citizenship;
- Pregnancy;
- Medical condition;
- Physical or mental disability.

We Foster a Culture of Respect

Promote a culture of respect means treating each other well. This enables us to work better, together, and it establishes trust.

Accuracy in Recordkeeping

- Always keep detailed books, records and accounting statements
- Comply with generally accepted accounting principles, laws and regulations
- Follow all internal controls and policies
- Accurately record all our transactions, without exaggeration
- Submit all records to internal and external auditors promptly
- Report any records that appear false or misleading

Records and Information Management

- Keep and dispose of information according to our policies and internal controls
- Record financial transactions accurately
- Ensure records are easy to access, organized and secure
- Report any suspected fraud or misrepresentation in our records
- Provide any records requested in connection with an audit or investigation

We Do Not Tolerate Bribery and Corruption

- Never offer or accept anything of value to influence a business decision
- Follow all policies on gifts and entertainment
- Take extra care when interacting with public officials
- Know limits on gifts and things of value in all places

We Protect Our Assets

- Report immediately when assets are defective or in need of repair
- Use all assets appropriately and with good judgment
- Follow all procedures to keep assets secure, both in the office and while traveling
- Never allow unauthorized individuals to use our assets

