

Code of Conduct and Ethics Policy

AVIA VERBA is committed to maintaining the highest standards of ethical behavior and professional conduct. This Code of Conduct and Ethics Policy outlines the principles and expectations that guide our actions as employees, contractors, partners, and representatives of AVIA VERBA.

Our Core Values:

- Integrity:** We act with honesty, transparency, and fairness in all our interactions and decisions.
- Respect:** We treat all individuals with respect, regardless of their background and identity.
- Accountability:** We take ownership of our actions, deliver on our commitments, and acknowledge and learn from our mistakes.
- Excellence:** We consistently strive for excellence in our work, aiming to exceed expectations.

Professional Conduct:

- Conflict of Interest:** We avoid situations where personal interests could conflict with the best interests of AVIA VERBA, its clients, partners, or employees.
- Confidentiality:** We respect the confidentiality of sensitive information, whether it pertains to clients, partners, employees, or the company itself.
- Harassment and Discrimination:** We do not tolerate any form of harassment, discrimination, or retaliation. We promote an inclusive and diverse environment.
- Professionalism:** We uphold a professional demeanor in all interactions, both internal and external, and maintain a positive and collaborative atmosphere.

Client and Partner Relationships:

- Honesty and Transparency:** We provide accurate and truthful information to clients and partners, ensuring transparency in our services and collaborations.
- Quality of Work:** We deliver high-quality work that meets or exceeds expectations and is aligned with industry best practices.
- Client and Partner Respect:** We respect the preferences, cultures, and requirements of our clients and partners, ensuring a positive and productive relationship.

Social Responsibility:

- Environmental Stewardship:** We support environmental sustainability and strive to minimize our impact on the environment through responsible practices.
- Community Engagement:** We actively participate in community initiatives, contributing positively to the society in which we operate.

Reporting Violations:

Any violations or concerns related to this Code of Conduct and Ethics Policy should be reported promptly to a.hijazi@aviaverba.com, who will ensure appropriate action is taken.

Consequences of Violation:

Violations of this policy may result in disciplinary actions, up to and including termination of employment or partnership, in accordance with company policies.

Contact Us:

If you have any questions or require clarification on our Code of Conduct and Ethics Policy, please contact us at sales@aviaverba.com.