



PARTNER & VENDOR CODE OF CONDUCT

3i-SOLUTIONS

Document Version: 1.0

Effective Date: January 30, 2026

Applicability: All Employees, Officers, Directors, and Third-Party Collaborators

1. INTRODUCTION

1.1 Purpose and 11-Year Legacy

Since its inception, 3i-Solutions has established itself as a premier provider of ERP, BI, and application support. Our 11-year market presence is built upon the pillars of **Operational Integrity, Client Stewardship, and Collaborative Innovation**. This Global Code of Conduct ("the Code") codifies the ethical and professional standards that have governed our growth and must dictate our future.

1.2 Scope and Applicability

This Code applies to all personnel of 3i-Solutions, including full-time and part-time employees, contractors, and consultants (collectively, "Personnel"). Furthermore, all partners and vendors are expected to adhere to these standards as a condition of their contractual engagement.

1.3 Compliance and Certification

Compliance with this Code is mandatory. All Personnel are required to:

- Read and understand the Code.
- Complete annual compliance training.
- Certify their adherence to these standards via the **Local SharePoint Folder**. Failure to comply may result in disciplinary action, up to and including termination of employment or contract.

2. ETHICAL BUSINESS PRACTICES

2.1 Anti-Corruption and Bribery

3i-Solutions maintains a **Zero Tolerance** policy regarding bribery and corruption. Personnel are strictly prohibited from offering, promising, giving, or authorizing the transfer of anything of value to gain an unfair business advantage. This applies to both government officials and private sector entities. "Slush funds" or any unrecorded accounts are strictly forbidden.

2.2 Fair Competition and Antitrust

We compete on the merit of our ERP and BI solutions. Personnel must comply with all applicable competition laws (Albanian Law No. 9121 and EU Antitrust regulations). Prohibited activities include:

- Price-fixing or market sharing with competitors.
- Exchanging sensitive commercial information with rivals.
- Rigging bids or procurement processes.

2.3 Gifts and Hospitality

Business gifts and hospitality must be reasonable, transparent, and infrequent. Personnel may not accept or provide gifts that exceed a value of €50 without written authorization from the Compliance Officer. Under no circumstances may gifts be given to influence a specific business decision.

2.4 Conflicts of Interest

A conflict of interest arises when personal interests interfere with the performance of duties at 3i-Solutions. All Personnel must disclose any financial, familial, or professional ties to competitors, clients, or vendors. Disclosures must be filed immediately via the **Local SharePoint Folder**.

3. DATA SOVEREIGNTY & TECHNICAL SECURITY

3.1 GDPR and Privacy Compliance

Given our specialization in ERP and BI, data protection is our highest priority. 3i-Solutions adheres to the EU General Data Protection Regulation (GDPR) and Albanian Law No. 9887 "On the Protection of Personal Data."

- **Data Minimization:** We collect only the data necessary for the specified purpose.
- **Access Control:** Access to personal data is granted strictly on a "need-to-know" basis.
- **Third-Party Transfer:** Data may only be transferred to third parties who have signed a Data Processing Agreement (DPA).

3.2 Intellectual Property and Source Code

The source code, BI logic, and ERP database schemas developed by 3i-Solutions are our most valuable assets.

- **Protection:** Personnel must safeguard all proprietary algorithms and technical documentation.
- **Ownership:** All work products created during the course of employment remain the exclusive property of 3i-Solutions.
- **Usage:** Use of unauthorized open-source libraries or third-party code without legal vetting is prohibited.

3.3 IT & Device Security

Personnel must adhere to the Technical Due Diligence standards outlined in the **Local SharePoint Folder**. This includes:

- Multi-factor authentication (MFA) on all devices.
- Prohibition of storing client data on unencrypted personal devices.
- Regular security patching and adherence to the "Clean Desk" policy.

4. LABOUR STANDARDS & HUMAN RIGHTS

4.1 Professional Environment

3i-Solutions is committed to a workplace free from discrimination, harassment, and intimidation. Decisions regarding hiring, promotion, and compensation are based solely on merit, regardless of race, gender, religion, age, or disability.

4.2 Health and Safety

We provide a sanitized and hazard-free workspace. All Personnel are responsible for following safety protocols and reporting any workplace risks to the Operations Manager.

4.3 Human Rights

3i-Solutions strictly prohibits the use of child labor, forced labor, or modern slavery in any part of our operations or supply chain. We expect our partners to uphold the same standards of human dignity.

5. OPERATIONAL GOVERNANCE

5.1 Financial Integrity and Recordkeeping

As a firm with Italian ownership and Albanian operations, 3i-Solutions must maintain accurate financial records that comply with both local and international accounting standards (IFRS).

- **Accuracy:** All invoices, expense reports, and time logs must be truthful and documented.
- **Transparency:** Hidden or unrecorded assets or liabilities are strictly prohibited.

5.2 Global Trade and Export Control

Personnel must comply with all trade sanctions and export control laws governing the transfer of technology and software across borders, particularly between Albania, Italy, and non-EU territories.

5.3 Environmental Responsibility

We aim to minimize our carbon footprint by optimizing server energy consumption and reducing physical waste. Sustainability initiatives are detailed in our Corporate Social Responsibility (CSR) sub-document.

6. MONITORING & REPORTING

6.1 The "Speak Up" Program

3i-Solutions encourages an open culture where ethical concerns can be raised without fear. Any suspected violation of this Code, local laws, or internal policies must be reported immediately.

- **Primary Channel:** Reports should be directed to hr@3i-solutions.net.

6.2 Whistleblower Protection and Non-Retaliation

3i-Solutions guarantees that no individual will suffer professional or personal retaliation for reporting a concern in good faith. Any act of retaliation against a whistleblower is itself a major violation of this Code and will be met with severe disciplinary action.

6.3 Audits and Cooperation

3i-Solutions reserves the right to conduct periodic audits to ensure compliance. Personnel and partners must cooperate fully with all internal and external investigations, providing truthful and complete information upon request.