

2Windservice Code of Ethics

1. Introduction

- **Purpose:** To define the ethical standards and principles that guide our actions and decisions.
- **Scope:** This Code applies to all employees, contractors, and partners of 2windservice Lda.

2. Core Ethical Principles

- **Integrity:** We commit to honesty and fairness in all our dealings.
- **Respect:** We treat everyone with dignity and respect, valuing diversity and inclusion.
- **Responsibility:** We take accountability for our actions and their impact on others and the environment.

3. Compliance with Laws and Regulations

- We adhere to all applicable laws, regulations, and internal policies to maintain the highest standards of legal and ethical conduct.

4. Conflicts of Interest

- We avoid situations where personal interests could conflict with the interests of the organization.
- We disclose any potential conflicts of interest and seek guidance on how to manage them.

5. Confidentiality and Privacy

- We protect sensitive information and respect the privacy of our colleagues, clients, and partners.

6. Professional Behavior

- We maintain professionalism in our communication, appearance, and conduct at all times.
- We foster a safe, inclusive, and collaborative work environment.

7. Reporting and Whistleblower Protections

- We encourage reporting of unethical behavior or violations of this Code.
- We protect whistleblowers from retaliation and ensure that reports are investigated fairly and confidentially.

8. Disciplinary Actions

- Violations of this Code may result in disciplinary actions, up to and including termination of employment.

9. Training and Awareness



- We provide regular training and resources to ensure that all members understand and adhere to this Code.

10. Review and Updates

- This Code is reviewed regularly and updated as necessary to ensure it remains relevant and effective.

2WINDSERVICE