

Trafilit

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ETIČKI KODEKS UDRUŽENJA TRAFILIT

CODE OF ETHICS OF THE TRAFILIT
ASSOCIATION



SMEDEREVO, 2024.
AŽURIRANO U SMEDEREVU 2025.



ŠTA JE ETIČKI KODEKS?

WHAT IS THE CODE OF ETHICS?

Etički kodeks pruža jasne smernice i standarde ponašanja kojih se svi članovi i predstavnici udruženja moraju pridržavati. Kodeks obezbeđuje da se posao udruženja odvija na profesionalan, pošten i transparentan način i pomaže u izgradnji poverenja između udruženja i njenih partnera, klijenata i šire javnosti.

Etički kodeks olakšava rešavanje složenih etičkih dilema sa kojima se članovi mogu suočiti, na primer u vezi sa sigurnošću projekata, privatnošću podataka i uticajem na životnu sredinu. Kodeks daje jasna uputstva za postupanje po pitanju takvih dilema.

Etički kodeks služi kao osnova za rešavanje eventualnih sporova i utvrđivanje odgovornosti u slučaju kršenja standarda i propisa udruženja. Preciznim definisanjem očekivanih standarda ponašanja i posledica u slučaju kršenja, etički kodeks štiti i same članove i reputaciju udruženja u celini.

The Code of Ethics provides clear guidelines and standards of conduct that all members and representatives of the association must adhere to. The Code ensures that the association's business is conducted in a professional, fair and transparent manner and helps build trust between the association and its partners, clients and the general public.

The Code of Ethics facilitates the resolution of complex ethical dilemmas that members may face, for example in relation to project security, data privacy and environmental impact. The Code gives clear instructions for dealing with such dilemmas.

The code of ethics serves as a basis for resolving potential disputes and determining responsibility in case of violation of the standards and regulations of the association. By precisely defining the expected standards of behavior and the consequences in case of violation, the code of ethics protects both the members themselves and the reputation of the association as a whole.

Osnovna načela etičkog kodeksa:

Poštenje i integritet - zabrana korupcije, sukoba interesa, pronevere i svih neetičkih radnji. Članovi se obavezuju na tačno i istinito izveštavanje i poslovanje.

Profesionalizam i kompetentnost - praksa kontinuiranog usavršavanja i preuzimanja poslova za koje član poseduje adekvatne kvalifikacije. Kvalitetno i dedicerano obavljanje poverenih poslova.

Poverljivost - čuvanje poslovnih tajni i ličnih podataka do kojih članovi dođu tokom rada. Privatnost i bezbednost informacija su prioritet.

Bezbednost - obaveza preduzimanja svih potrebnih mera kako bi se osigurala bezbednost ljudi, imovine i životne sredine tokom obavljanja delatnosti udruženja.

Jednake mogućnosti i nediskriminacija - zabrana diskriminacije na osnovu rase, pola, nacionalnosti ili bilo kog drugog ličnog svojstva. Unapređenje raznolikosti i tolerancije.

Basic principles of the code of ethics:

Honesty and integrity - prohibition of corruption, conflict of interest, embezzlement and all unethical actions. Members commit themselves to accurate and truthful reporting and business.

Professionalism and competence - the practice of continuous improvement and undertaking jobs for which the member has adequate qualifications. Quality and dedicated performance of entrusted work.

Confidentiality - keeping business secrets and personal data that members get during work. Privacy and information security are a priority.

Safety - the obligation to undertake all necessary measures to ensure the safety of people, property and the environment during the performance of the association's activities.

Equal opportunities and non-discrimination - prohibition of discrimination based on race, gender, nationality or any other personal characteristic. Promoting diversity and tolerance.

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TRAFILITOV ETIČKI KODEKS

TRAFILIT'S CODE OF ETHICS

Etički kodeks predstavlja skup pravila, načela i vrednosti kojih se pridržavaju svi članovi i zaposleni jedne organizacije u svom profesionalnom ponašanju i odlučivanju. On promoviše etičke standarde i omogućava izgradnju organizacione kulture zasnovane na poverenju, poštovanju i profesionalizmu.

Usvajanje i primena etičkog kodeksa je važna jer pomaže u očuvanju reputacije, izgradnji kredibiliteta i poverenja klijenata i javnosti u rad udruženja. Takođe olakšava donošenje ispravnih odluka u skladu sa principima u situacijama nedoumica ili dilema.

Etički kodeks Udruženja Trafilit definiše skup načela, vrednosti i pravila ponašanja kojih se moraju pridržavati svi članovi, saradnici i zaposleni u svim aspektima svog profesionalnog angažovanja i delovanja u okviru udruženja.

Ključni principi na kojima počiva etički kodeks Trafilita su: profesionalizam, poštenje, pouzdanost, inovativnost, uključivost, održivost i timski rad. Poštovanje ovih principa je suštinski važno za ostvarivanje vizije i misije udruženja.

The code of ethics represents a set of rules, principles and values that all members and employees of an organization adhere to in their professional behavior and decision-making. It promotes ethical standards and enables the building of an organizational culture based on trust, respect and professionalism.

The adoption and implementation of the code of ethics is important because it helps to preserve the reputation, build credibility and trust of clients and the public in the work of the association. It also facilitates making correct decisions in accordance with principles in situations of doubt or dilemma.

The code of ethics of the Trafilit Association defines a set of principles, values and rules of conduct that all members, associates and employees must adhere to in all aspects of their professional engagement and action within the association.

The key principles underlying Trafilit's code of ethics are professionalism, honesty, reliability, innovation, inclusiveness, sustainability and teamwork. Adherence to these principles is essential for the realization of the association's vision and mission.

TRAFILITOVA ETIČKA NAČELA

TRAFILIT'S ETHICAL PRINCIPLES

Profesionalizam

Svi članovi i partneri Trafilita kontinuirano teže profesionalnom usavršavanju i primeni najviših standarda struke i etike. Delujemo odgovorno, marljivo i posvećeno kako bismo opravdali poverenje klijenata i javnosti kao profesionalci.

Poštenje

Posluujemo na potpuno transparentan i pošten način, bez ikakvih sukoba interesa, korupcije, nepotizma ili favorizovanja bilo koje strane. Zasnivamo partnerske odnose isključivo na osnovu kompetencija i zajedničkih vrednosti.

Pouzdanost

Ispunjavanje preuzetih obaveza u dogovorenim rokovima i principijelnost u partnerskim odnosima su suštinski za izgradnju kredibiliteta i poverenja u naše udruženje. Pouzdanost kolega i partnera nam je veoma važna.

Professionalism

All members and partners of Trafilit continuously strive for professional development and application of the highest professional and ethical standards. We act responsibly, diligently and dedicatedly in order to justify the trust of clients and the public as professionals.

Honesty

We operate in a completely transparent and honest manner, without any conflicts of interest, corruption, nepotism or favoritism to any party. We base partnership relations exclusively on the basis of competences and common values.

Reliability

Fulfillment of assumed obligations within agreed deadlines and principled partnership relations are essential for building credibility and trust in our association. The reliability of colleagues and partners is very important to us.

Inovativnost

Kontinuirano podstičemo i nagrađujemo inovativnost, kreativnost i spremnost na uvođenje pozitivnih promena. Inovacije su ključ naše filozofije delovanja.

Uključivost

Negovanje različitosti i nulta tolerancija na bilo kakvu diskriminaciju je suštinski element naše organizacijske kulture izgrađene na poverenju. Obezbeđujemo jednake šanse za sve.

Timski rad

Timski rad, saradnja, međusobno uvažavanje i konstruktivno rešavanje nesuglasica su ključ uspeha Trafilita. Razvijamo i negujemo takvu organizacionu kulturu.

Innovativeness

We continuously encourage and reward innovation, creativity and readiness to introduce positive changes. Innovation is the key to our operating philosophy.

Inclusiveness

Nurturing diversity and zero tolerance for any discrimination is an essential element of our organizational culture built on trust. We provide equal opportunities for everyone.

Teamwork

Teamwork, cooperation, mutual respect and constructive resolution of disagreements are the keys to Trafilit's success. We develop and nurture such an organizational culture.



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PRINCIPI RADA TRAFILITA

TRAFILIT'S WORKING PRINCIPLES

Praktična primena principa

Naša organizaciona struktura, procesi i pravila rada, kao i naš odnos prema angažovanim licima i zaposlenima, volonterima, građanima, saradnicima i javnom predstavljanju, odražavaju vrednosti i ideje koje imamo o aktivnostima i projektima kojima se bavimo. Svi detalji o našim naporima, akcijama i rezultatima predstavljeni su na iskren način.

Nezavisnost

Kada je u pitanju planiranje i sprovođenje naših poduhvata, mi smo potpuno autonomni. Nećemo biti vezani ni za jednu grupu, osobu ili političku partiju ako će to uticati na našu autonomiju u nezavisnosti i donošenju odluka. Postavljamo sisteme i propise kako bismo bili sigurni da te odluke ne idu protiv naših principa.

Vladavina prava

Prateći pravila i propise, kao i sve međunarodne sporazume koji mogu biti na snazi u Srbiji, ispunjavamo našu odgovornost da poštujemo zakone zemlje u kojoj se nalazimo.

Practical application of principles

Our organizational structure, processes and work rules, as well as our attitude towards engaged persons and employees, volunteers, citizens, collaborators and public representation, reflect the values and ideas we have about the activities and projects we deal with. All the details of our efforts, actions and results are presented in an honest manner.

Independence

When it comes to planning and implementing our ventures, we are completely autonomous. We will not be tied to any group, person or political party if this will affect our autonomy in independence and decision-making. We put systems and regulations in place to make sure those decisions don't go against our principles.

The rule of law

By following the rules and regulations, as well as all international agreements that may be in force in Serbia, we fulfill our responsibility to respect the laws of the country in which we are located.

Pravila za izbegavanje sukoba interesa su nam transparentna

U okviru mogućnosti je da bilo ko od nas naiđe na okolnosti sa suprotstavljenim interesima dok obavljamo svakodnevne poslove. Naše poslovanje je maksimalno posvećeno obezbeđivanju toga da svi korisnici, partneri i saradnici budu zaštićeni od sukoba interesa tako što će blagovremeno identifikovati, sprečiti ili ispraviti bilo koji trenutni ili potencijalni sukob interesa.

Svi mogu da vide šta smo uradili

Veoma smo ponosni na svoj rad i osećamo snažan osećaj odgovornosti prema javnosti. Shodno tome, transparentni smo u pogledu naših procesa, ishoda i izvora finansiranja.

Šta god da radimo, radimo stručno

Izvrsnost našeg rada je nešto čemu uvek težimo. Svi naši članovi su kvalifikovani, redovno pratimo aktuelne vesti iz oblasti kojima se bavimo i pridržavamo se najviših standarda profesionalne komunikacije.

The rules for avoiding conflicts of interest are transparent to us

It is within the realm of possibility that any of us may encounter circumstances with conflicting interests as we go about our daily business. Our business is fully committed to ensuring that all users, partners and associates are protected from conflicts of interest by promptly identifying, preventing or correcting any current or potential conflicts of interest.

Everyone can see what we've done

We are very proud of our work and feel a strong sense of responsibility to the public. Accordingly, we are transparent about our processes, outcomes and funding sources.

Whatever we do, we do it professionally

The excellence of our work is something we always strive for. All our members are qualified, we regularly monitor current news in the field we deal with and adhere to the highest standards of professional communication.

Pragmatični smo po pitanju finansija

Sredstva se prikupljaju imajući na umu ciljeve, programe, stvarne potrebe i mogućnosti organizacije. Selektivni smo u projektima i finansiranju koje tražimo, pazеći da budu usklađeni sa našom misijom i da imamo resurse da ih uspešno sprovedemo. Novac trošimo efikasno i pravilno, upravljajući njime pažljivo i odgovorno.

Poštujemo i cenimo svoje članove i zaposlene

Kada sastavljamo politike kompanije, vodimo računa da budu usklađene sa važećim nacionalnim i međunarodnim zakonodavstvom koje se bavi ljudskim pravima i prema našim članovima i zaposlenima se odnosimo sa najvećim poštovanjem. Pored obezbeđivanja bezbednog i zdravog radnog okruženja, našim radnicima i volonterima obezbeđujemo i finansijsku stabilnost, ulažemo u njihovo napredovanje u karijeri i pomažemo im da ostvare svoj maksimum.

Ne diskriminišemo nikoga zbog njihovog pola, boje kože, etničke pripadnosti, veroispovesti, socioekonomskog porekla, nivoa obrazovanja, starosti, mentalnih ili fizičkih sposobnosti, seksualne orijentacije ili bilo kog drugog ličnog svojstva.

We are pragmatic about finances

Funds are collected keeping in mind the goals, programs, actual needs and capabilities of the organization. We are selective in the projects and funding we seek, making sure they are aligned with our mission and that we have the resources to successfully implement them. We spend money efficiently and properly, managing it carefully and responsibly.

We value and respect our members and employees

When we draw up company policies, we take care to ensure that they are in line with applicable national and international legislation dealing with human rights and we treat our members and employees with the utmost respect. In addition to providing a safe and healthy work environment, we provide our workers and volunteers with financial stability, invest in their career advancement and help them reach their maximum potential.

We do not discriminate against anyone because of their gender, skin color, ethnicity, religion, socioeconomic background, education level, age, mental or physical ability, sexual orientation, or any other personal characteristic.

Zdravlje, bezbednost i dobrobit

Kao minimum, poštujemo zakonske i druge zahteve za zdravlje, bezbednost i dobrobit (ZBD) na svim lokacijama na kojima poslujemo. Našim ponašanjem i akcijama, cilj nam je da damo pozitivan doprinos ZBD-u u industrijama i na lokacijama u kojima radimo. Na terenu je obavezna upotreba zaštitne opreme za rad i pre izlaska na teren, neophodna je izrada procena rizika terenske lokacije.

Postovanje brenda

Brend Trafilit se može upotrebljavati samo za aktivnosti rada na projektima i predstavljanja udruženja. Kontrolišemo upotrebu brenda (boje, font, logo i ostalo) i brend Trafilit se ne sme zloupotrebiti. Vizit karte je zabranjeno davati van projektnih aktivnosti i u slučaju napuštanja radnog mesta ili usled izlaska iz članstva, vizit karte se moraju uništiti.

Razumno korišćenje imovine

Imovina Trafilita postoji radi njenog poslovanja i stavljena vam je na raspolaganje kako biste obavljali svoj posao na najefikasniji način. Vreme zaposlenih i intelektualna svojina takođe se mora koristiti na najbolji mogući način za organizaciju. Nije dozvoljeno korišćenje imovine u lične svrhe i ličnu korist. Krađa imovine predstavlja ozbiljno kršenje ovog Kodeksa. Nikada se ne mogu odobriti izuzeci za korišćenje imovine radi vanposlovne ili druge lične dobiti.

Health, Safety & Wellbeing (HSW)

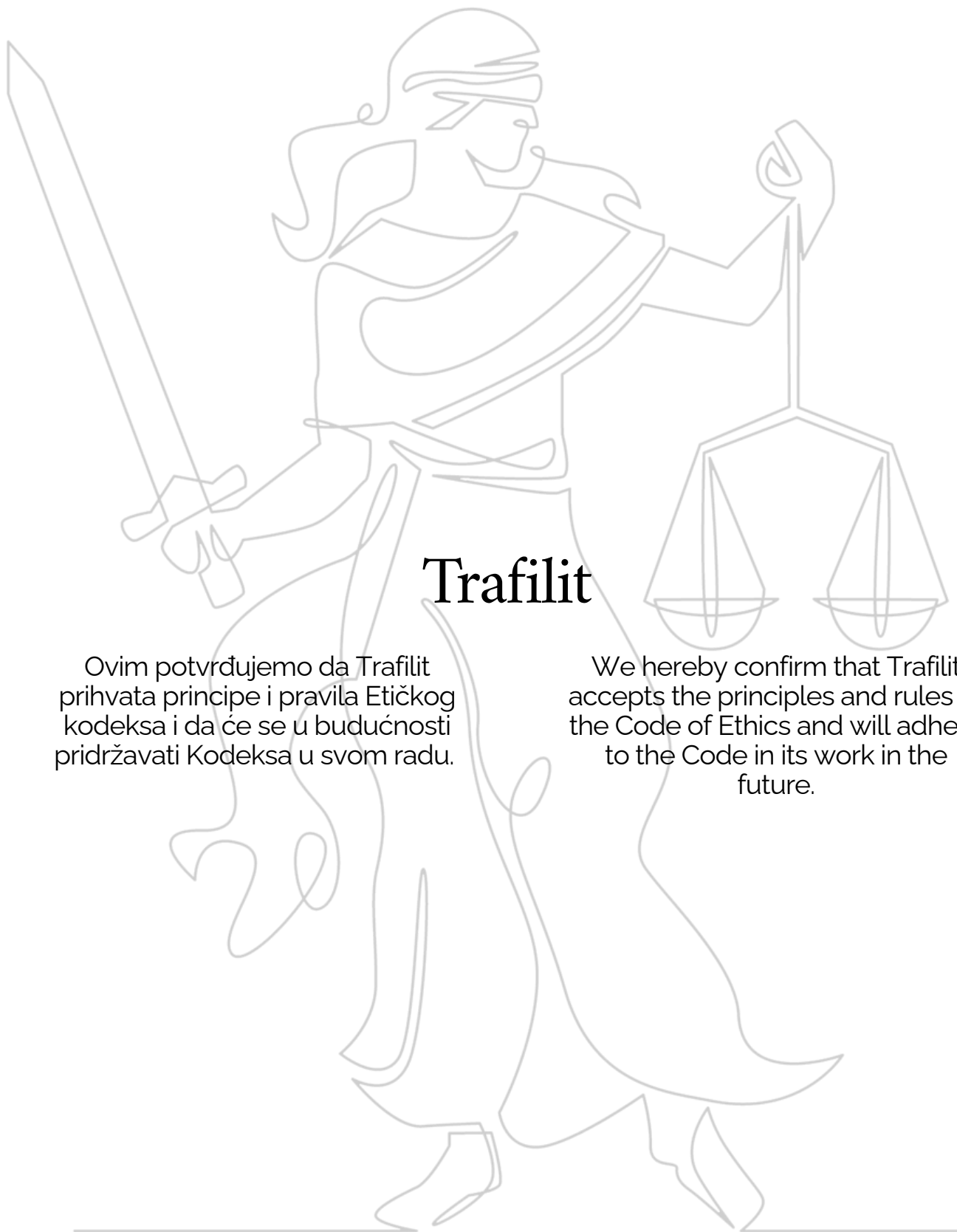
As a minimum we comply with legal and other Health, Safety and Wellbeing (HSW) requirements in all the locations where we operate. Through our behaviours and actions, we aim to make a positive contribution to HSW in the industries and locations we work in. In the field, the use of protective equipment for work is mandatory, and before going out into the field, it is necessary to make a site safety risk assessment.

Brand value and respect

The Trafilit brand can only be used for the activities of working on projects and representing the association. We control the use of the brand (colors, font, logo and others) and the Trafilit brand must not be misused. It is forbidden to give out business cards outside of project activities and in case of leaving the workplace or due to leaving the membership, the business cards must be destroyed.

Reasonable use of property

Trafilit's assets exist for the purpose of its business and are made available to you in order to carry out your business in the most efficient manner. Employees' time and intellectual property must also be used in the best possible way for the organization. It is not allowed to use the property for personal purposes and personal gain. Theft of property is a serious violation of this Code. Exceptions can never be granted for the use of property for non-business or other personal gain.



Trafilit

Ovim potvrđujemo da Trafilit
prihvata principe i pravila Etičkog
kodeksa i da će se u budućnosti
pridržavati Kodeksa u svom radu.

We hereby confirm that Trafilit
accepts the principles and rules of
the Code of Ethics and will adhere
to the Code in its work in the
future.