

## Code of Conduct & Compliance at Alpasia Tours

### Code of Conduct (Guidelines for Ethical Conduct):

1. **Respect:** Alpasia Tours consistently treats colleagues, customers, and partners with respect, courtesy, and compassion.
2. **Integrity:** Actions at Alpasia Tours are always characterized by honesty and integrity, and conflicts of interest are avoided.
3. **Confidentiality:** Alpasia Tours safeguards confidential information of customers and the company.
4. **Collaboration:** Alpasia Tours fosters a positive and cooperative work environment.
5. **Professionalism:** Employees of Alpasia Tours act professionally and represent the company appropriately.
6. **Sustainability:** Alpasia Tours is committed to sustainable business management by minimizing environmental impacts to the greatest extent possible and promoting resource-efficient practices.
7. **Social Responsibility:** Alpasia Tours is dedicated to social responsibility, supporting local communities and advocating for fair working conditions.

### Compliance (Adherence to Laws and Regulations):

Employees of Alpasia Tours commit to complying with all applicable laws and regulations, especially regarding data protection, anti-corruption, fair business practices, as well as environmental and social standards. Alpasia Tours advocates for transparency in all business matters and ensures adherence to ethical standards.

Employees of Alpasia Tours are encouraged to report potential violations of laws or policies without fear of retaliation. All reports are treated confidentially, and appropriate measures are taken to ensure compliance.

Strict adherence to this expanded Code of Conduct and Compliance guidelines, including environmental and social responsibility, is crucial for the success and reputation of Alpasia Tours. Violations may result in disciplinary actions, including potential termination of employment.

Distribution: To all employees at Alpasia Tours.