

# UNDERGUIDE

## Code of Conduct

At **UNDERGUIDE**., we are passionate about creating unique and memorable experiences in the **MICE (Meetings, Incentives, Conferences, and Events) industry** while upholding our core values of **diversity, sustainability, and integrity**. As a small, locally rooted company in **Budapest**, we believe in responsible tourism, ethical business practices, and a collaborative work environment.

### 1. Respect & Inclusion

1.1 We celebrate **diversity** and create an **inclusive** environment where everyone—employees, clients, and partners—feels valued and respected.

1.2 Discrimination, harassment, or any form of exclusion based on **gender, ethnicity, nationality, age, disability, sexual orientation, religion, or any other personal characteristic** will not be tolerated.

1.3 We promote **equal opportunities** in hiring, partnerships, and business operations.

### 2. Sustainability & Responsibility

2.1 We are committed to **minimizing our environmental footprint** by using eco-friendly materials, reducing waste, and promoting sustainable travel solutions.

2.2 We prioritize **local suppliers and responsible tourism practices**, ensuring that our operations support local businesses and communities.

2.3 We actively seek ways to make our events and services more **sustainable**, reducing energy consumption, transportation emissions, and single-use plastics.

2.4 Our team and partners are encouraged to adopt **environmentally and socially responsible** work practices.

### 3. Integrity & Ethical Business Conduct

3.1 We operate with **transparency, fairness, and honesty** in all business dealings.

3.2 Corruption, bribery, and conflicts of interest are strictly prohibited. We ensure compliance with all local laws and industry regulations.

3.3 Confidentiality and **data protection** are fundamental in our interactions with clients, partners, and employees.

3.4 We respect **intellectual property** and the creative contributions of our team and collaborators.

#### **4. Collaboration & Innovation**

4.1 We foster a culture of **teamwork, open communication, and continuous learning**.

4.2 Creative and innovative solutions are encouraged to enhance our services and deliver unique experiences.

4.3 We believe in **constructive feedback** and a culture where everyone's ideas are valued.

#### **5. Client & Partner Commitment**

5.1 We provide **high-quality, personalized services**, tailored to the specific needs of our clients.

5.2 We act as **trusted partners**, ensuring professionalism, reliability, and flexibility in all interactions.

5.3 Ethical tourism is at the core of our services—we design programs that are not only engaging but also socially and environmentally responsible.

#### **6. Health, Safety & Well-being**

6.1 The safety and well-being of our employees, clients, and partners are a top priority. We follow strict **health and safety protocols** in all our operations.

6.2 A **healthy work-life balance** is encouraged, recognizing the importance of well-being and mental health in our team's success.

#### **7. Commitment to Continuous Improvement**

7.1 We regularly **evaluate and improve** our sustainability, ethical, and operational practices.

7.2 Employees, clients, and partners are encouraged to share feedback to help us grow and enhance our impact.

By upholding these principles, **UNDERGUIDE** ensures a positive, sustainable, and ethical approach to business, contributing to a better future for our industry and community.

**UNDERGUIDE Management Team**