

ANTALYA EXPO

Code of Conduct

Principles of conduct for Antalya EXPO
and its business partners

1 • OUR COMMITMENT

Conduct we expect of ourselves and our partners

Antalya EXPO brings together organisers, exhibiting companies, delegates, visitors, service providers and public institutions. Its value depends on confidence that people are treated fairly, assets are protected and decisions are made with integrity. This Code sets out the conduct expected in work carried out for Antalya EXPO and in activities on its premises.

The Code applies to people representing Antalya EXPO in their professional duties and guides dealings with event organisers, exhibitors, contractors, suppliers and other partners. It complements, and does not replace, applicable legislation, contractual obligations, public-sector duties or event-specific safety requirements. Where an applicable legal rule is stricter, that rule prevails.

The principles

1 **Respect for people**
Protect dignity, equality and individual rights.

2 **Integrity in decisions**
Reject corruption, improper influence and hidden conflicts.

3 **Safe and inclusive events**
Put safety, accessibility and respectful participation first.

4 **Responsible stewardship**
Protect information, public and organisational resources, and the environment.

2 • PEOPLE AND SAFETY

Fair work, safe events, inclusive participation

2.1 Human rights and equal opportunity

We respect internationally recognised human rights and the fundamental rights protected by applicable law. We do not discriminate on the basis of characteristics protected by law. Recruitment, assignments, access to opportunities and professional dealings must be based on objective and relevant criteria. Diversity of nationality, language, background and perspective is respected in an international events environment.

2.2 Respectful conduct and freedom from harassment

Everyone must be treated courteously and professionally. Bullying, threats, intimidation, sexual harassment, degrading language and unwanted conduct are unacceptable, whether in offices, at event venues, during travel or through digital communications. Individuals raising concerns in good faith must not be threatened or punished for doing so.

2.3 Fair labour and employment practices

Work must be voluntary and carried out under lawful conditions. Forced labour, trafficking and unlawful child labour are prohibited. Working hours, wages, leave, insurance, occupational rights and the employment of contractors must comply with the rules applicable to each arrangement. Suppliers and subcontractors are expected to uphold equivalent standards within their own operations.

2.4 Occupational health, safety and event security

Safe operation takes priority over convenience and deadlines. Staff and contractors must follow applicable site instructions, emergency arrangements, authorised capacity limits, fire precautions and safe-work procedures. Particular care is required during construction, rigging, electrical work, loading, vehicle movements and dismantling. Hazards, incidents and near misses must be reported promptly to the responsible on-site supervisor or emergency service as appropriate. No one may obstruct exits or disable safety equipment.

3 • INCLUSION AND INTEGRITY

Inclusive events, decisions with integrity

3.1 Accessibility and inclusive participation

Event planning and delivery should consider people with disabilities and participants with different mobility, sensory and communication needs. Accessible circulation, clear information, respectful assistance and reasonable adjustments are incorporated wherever required by law and feasible within the venue's actual facilities. No service or accessibility feature is represented as available unless it can be delivered.

3.2 Environmental responsibility

We seek to prevent pollution, use energy and water responsibly, reduce avoidable waste and favour reusable or recyclable materials where practicable. Event planning should consider transport, procurement, catering, stand construction and dismantling impacts. Environmental claims must be supported by evidence; certifications, emission reductions and recycling figures must not be claimed unless documented. Relevant performance data belongs in separately published environmental reporting.

3.3 Anti-bribery, gifts and hospitality

Bribes, kickbacks, facilitation payments and benefits intended to influence a decision are prohibited. Cash, cash equivalents and personal benefits linked to an award, permit, procurement decision or preferential treatment must not be solicited or accepted. Ordinary hospitality must be lawful, modest, transparent and unrelated to a pending decision; where impartiality could reasonably be questioned, it must be declined. No monetary threshold is needed to apply these principles.

3.4 Conflicts of interest

Professional decisions must be made in the interests of the duty being performed, not for private gain. Any actual, potential or perceived conflict – such as a family, financial or other close relationship involving a bidder, supplier or organiser – must be disclosed promptly through the applicable supervisory or institutional route. Anyone affected must refrain from influencing the relevant decision until it can be handled impartially.

4 • PROCUREMENT AND RESOURCES

Fair procurement, protected resources

4.1 Fair procurement and competition

Purchasing, contracting, tendering and evaluation must follow the rules applicable to the contracting authority and be based on fair, documented and objective criteria. Confidential bid information must not be disclosed or used to benefit any party. Price-fixing, market-sharing, collusion, bid-rigging and other conduct restricting competition are not acceptable.

4.2 Use of assets and public resources

Buildings, equipment, working time, budgets, intellectual property and other resources entrusted for EXPO-related activities must be used lawfully and for authorised purposes. Loss, misuse, theft or damage should be reported. Expenditure, expense claims and records must be accurate and supported by the required documentation.

4.3 Privacy and data protection

Personal data relating to visitors, delegates, employees, exhibitors and partners must be processed only for legitimate, specified purposes and in accordance with applicable data-protection law, including Türkiye's Personal Data Protection Law (Law No. 6698) where relevant. Access must be limited to authorised individuals. Data must not be shared, retained or published without a lawful basis. Contractual responsibilities are clarified when external organisers or service providers process information.

5 • INFORMATION AND COMMUNICATION

Protecting information, speaking accurately

5.1 Cybersecurity and confidentiality

Passwords and credentials must not be shared. Suspicious messages, unauthorised access, data loss and security incidents must be reported through the responsible IT or institutional contact without delay. Non-public plans, commercial terms, personal data, contract details, security arrangements and confidential event information must not be disclosed without authorisation, including after an assignment has ended.

5.2 Transparent communications and social media

Public statements must be accurate, respectful and within the speaker's authority. Staff should distinguish personal views from official communications. Photographs, recordings and participant information must be used with regard to privacy, copyright, permissions and event-specific restrictions. Misleading claims about partnerships, memberships, awards, venue capacities or future services are not acceptable.

5.3 Political impartiality, sponsorships and donations

Professional decisions and access to services must not be influenced by party-political preferences. Sponsorship, donations, memberships and other external support must comply with applicable rules and be documented transparently. Antalya EXPO's identity or resources must not be used for unauthorised political campaigning or private endorsements.

6 • PARTNERS AND ACCOUNTABILITY

Responsible partners, raising concerns

6.1 Lawful business partners and responsible contracting

Organisers, exhibitors, suppliers and contractors are expected to comply with applicable law, protect human rights, maintain safe conditions, respect the environment and act with integrity. Activities connected to fraud, money laundering, terrorism financing or prohibited transactions are unacceptable. Contractual responsibilities and remedies are governed by the relevant agreements and law.

6.2 Speaking up and responding to concerns

Concerns about safety, harassment, corruption, misuse of resources, personal-data breaches or other misconduct should be raised promptly with the responsible supervisor or competent institutional authority. Where that route is inappropriate, a person may use the lawful reporting or complaint mechanisms available to them, including competent public authorities. Reports should be made in good faith, handled discreetly and assessed fairly; retaliation for a good-faith concern is unacceptable. Immediate danger must be referred to on-site emergency responders or public emergency services.

6.3 Accountability and application

All personnel have a duty to understand and follow the rules relevant to their role, cooperate with lawful inquiries and avoid concealing breaches. Managers are expected to lead by example and address concerns consistently. Violations may result in remedial measures or consequences under applicable employment, administrative, criminal or contractual law. This Code does not create a separate investigation body or override the authority of existing institutions.