

Code of Professional Conduct for Investor Assistance Centre in Gdansk

The work relations of Investor Information Centre:

Investor Assistance Centre (Centrum Obsługi Informacyjnej Inwestora, COII) started its operations in May 2004 as initiative of Pomorskie Voivodeship Board, Polish Information and Foreign Investment Agency (PAIiIZ) and Pomerania Development Agency Co. Investor Assistance Centre is the regional partner of PAIiIZ. It operates on the territory of Pomorskie Voivodeship, within the structures of Pomerania Development Agency.

Our main goals are to:

- promote of the region's investment offers;
- provide assistance to perspective investors considering locating their companies in the region.

In our daily business we respect the rules of civil coexistence and we act in a professional manner.

Our commitment to providing high quality services is reflected by the following rules :

- abiding by the law;
- acting impartially;
- being reliable;
- constantly developing and maintaining relevant professional qualifications;
- acting in the best interest of our clients;
- handling information about client in strictly confidential manner;
- providing individual approach tailored to our client's needs;
- giving our clients prompt answer to their enquiries (within 3 working days of receiving your email);
- providing reliable, relevant and complete information;
- treating all our partners from the private sector on equal terms so as to ensure fair competition on the market.

All the above- mentioned rules cohere with the Pomerania Development Agency's mission i.e. support the region's sustainable development.

