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SunMoney Code of Conduct

1. The goal of the SunMoney Code of Conduct

The goal of the SunMoney Code of Conduct (henceforth „**Code of Conduct**“) is to provide a uniform compass and a set of rules for ethical community building for the registered members of SunMoney (henceforth „**Community Builders**“).

Definition of terms:

SunMoney: the legal person defined as SunMoney in the Standard Service Policy.

Community board: A body of three people elected from SunMoney members every six months – according to conditions published on www.sunmoney.com. The members of the Community board are entitled to hand in suggestions to change the Code of Conduct to the management of SunMoney. One member of the Community board is delegated to the Ethics Council.

Ethics Council: The Ethics Council is entitled to decide about the sanctions to be imposed on members of SunMoney. The Ethics Council sets up its own procedure. The SunMoney executive board, the SunMoney advisory board and the Community board delegate one member each to the Ethics Council.

1.1. Basic provisions regarding the Code of Conduct

The current Ethics Council has the right to approve and modify the Code of Conduct. The council meeting is initiated by the delegate of the executive board, at least one meeting per year has to be called. The Ethics Council makes its decisions with a simple majority. The Code of Conduct cannot contain items that contradict the SunMoney Standard Service Policy. For areas not cover in this Code of Conduct, that of the Direct Sellers Association must be referred to.



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1.2. The Scope of the Code of Conduct

a.) Personal scope

The Code of Conduct is valid for all registered members of SunMoney.

b.) Temporal scope

The Code of Conduct is valid from its day of publishing (which happens via www.sunmoney.com).

1.3. The Breach of the Code of Conduct

The Community Builder must notify the Ethics Council about the breach of the Code of Conduct within 30 days of his learning about it (via ethics@sunmoney.com) with as detailed evidence as possible (e.g. witness, other exhibits). The man agent of SunMoney decides about the sanctions to be imposed on the Community Builder who violated the Code of Conduct. The most serious sanction is the exclusion from the SunMoney community.

2. Human relationships of the Community Builders

2.1. With members of the SunMoney community

a.) The Community Builder treats the SunMoney leadership and other Community Builders with respect. He treats other community members in a way he himself would like to be treated.

b.) He does not ask for loans from members of the community, nor does he lend money to them.

c.) He does not share information regarding his business, strategy, point values and business indicators with his brother lines, nor does he take part in such discussions; he does not make inquiries about the specific data of the business of his upper line either.



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d.) In case he consults with someone who is not his Direct Member, he notifies the members of the active community between himself and the position of the other party about all important information said during the discussion.

2.2. SunMoney staff and staff of contracted local Partners of SunMoney

The Community Builders treat the employees of SunMoney and its contracted Partners with respect, striving to establish and maintain a mutually good relationship.

2.3. Society and wider community

The Community Builders adhere to operative legal regulations and general community norms. They set a good example with their conduct in their environment.

3. Events

3.1. Organizing events:

3.1.1. Official SunMoney presentations and events can only be authorized by SunMoney, or the contracted Partner of local purview.

3.1.2. At events not authorized by SunMoney or the contracted Partner with local purview the company logo, banner or roll-up cannot be used, except for official materials authorized by SunMoney for this purpose and the logos, trademarks on these materials.

3.2. Announcing the events

Events with more than 50 participants have to be announced to SunMoney or the contracted Partner with local purview at least 2 weeks ahead so that they can be communicated to the Community Builders. The change of time or venue of such events or their cancellation must be reported to SunMoney or the contracted Partner with local purview.



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3.3. Participation at the events

At SunMoney events only Community Builders may participate as organizers, presenters, acknowledged parties, inviters or playing any other active role. Non-Community Builders or the business developers of other organizations may be present as guests in case they are invited. A Community Builder authorized to organize an event may invite a non-community builder to present in case the representative of SunMoney or the contracted Partner with local purview agrees to it.

The Community Builder shall arrive on time to the event, will act like a host, and will only allow himself positive, constructive statements, especially about SunMoney. He will keep his mobiles and other electronic devices off or muted during the time of the event.

Throughout the event he abstains from the consumption of alcohol, he is not under the influence of alcohol or other intoxicants at the event. He only smokes outside the building without disturbing others before or after the event or during the breaks.

During the event he shall leave the room only in case of an emergency and without disturbing the event, or in case he has a task to attend to related to the event.

In his public speeches he abstains from the negative or positive discrimination of individual Community Builders or business groups, the usage of obscenities, and he avoids references to gender, skin colour, religion, political affiliation and to other topics that can be controversial or alienating or offending to others.

Audio and video recordings of the event is subject to the consent of the organizer.

3.3.1. Appearance

The Community Builders wear attire at events and business meetings that conform to the prevailing business etiquette, especially on executive levels and above. Sporty outfits and trainers are to be avoided at all times.

3.3.2. Seat reservation

A Community Builder reserves seats to his own invitees (prospective members) only.



3.3.3. The content of the presentation

At the official company presentations only the prevailing, official presentation can be displayed and given, the changing of which can only be done by SunMoney. At other events presentations adequate to the request shall be given.

4. Sponsorship, registration

4.1. An invitee must not be registered without his knowledge and consent. It is furthermore a breach of ethics to register an invitee with no reason in a manner that offers no advantage to him, especially with the intent to maliciously make it impossible for another Inviter to register the person.

4.2. With 96 hours of a presentation an invitee attending that presentation (marked or unmarked presentation, an open, personal/family presentation, other event organized by SunMoney or upper line) may only be registered to the Community Builder inviting him. During this period of time and during the event/presentation the Community Builder may engage the invitee in a business discussion with the sole purpose of encouraging his intention to turn the invitation to a registration.

4.3. An invitee already registered (a Community Builder) must under no circumstances be reregistered to another sponsor with different data (e.g. changed name).

4.4. Mass emailing (SPAM) to recruit is forbidden.

4.5. A Community Builder participating in a leadership program may not build or promote another network with a purpose of financial gain at SunMoney events or meetings, and may not attend the events of other networks as a leader of that network. Violating this rule results in the automatic and immediate exclusion from the leadership program.



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5. Business development tools

SunMoney and its contracted Partners have the exclusive right to produce and distribute the tools supporting the business model of SunMoney. Anyone violating this point or participates in or facilitates the reproduction of such tools in any manner commits a serious breach of ethics.

6. Rules on the usage of the logo or other graphical representation of SunMoney and slogans and catchphrases clearly identifying SunMoney:

6.1. SunMoney or its contracted Partner need to give written permission for the usage of the logo or other graphical representation of SunMoney and slogans and catchphrases clearly identifying SunMoney. (except for materials officially released).

6.2. The SunMoney logo can only be used on publications (offline, online) published by the company. **Community Builders** may not use it on their own website, presentation slides, their own business cards or other publications.

24. january 2017.