



HUMAN FACTORS AND USABILITY SOLUTIONS

## Business Resources

Auxergo Ltd

1.

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## I. A guide for third parties working with us

Auxergo has developed this Business Resources to identify not only our basic values but the basic values of our clients or business partners (you) to operate with rigour, excellence, with integrity and in compliance with applicable laws and regulations everywhere we do business.

We aim to flow down the same values to all subcontractors, consultants, suppliers and other third parties ('Third Parties') that work for or on behalf of Auxergo.

### 2. Data protection and data privacy

Auxergo values the privacy policy and data protection policy of our employees, participants in human factors researches or studies, and our business partners and Third Parties with whom we do business. We are committed to the responsible collection, storage, use, transfer and disposal of their personal information and request that you do the same.

The details of our privacy policy and data protection policy can be found in [Legal and Privacy](#).

### 3. Protecting information and insider trading

It is integral that confidential information belonging to Auxergo or our clients is protected from loss or misuse. Confidential information may include, but is not limited to, pricing or stock market sensitive data and statements; managerial information and statements of strategic intent; and intellectual property and expertise that gives Auxergo, our clients and the Third Party a competitive edge.

We expect Third Parties to adhere to the confidential obligations in Confidentiality Agreements or Terms of Business. If confidential information or material is shared, Third Parties must ensure that authorised communication is in confidence and limited to individuals who have a "need to know".

Third Parties must prohibit their employees, agents, officer and subcontractors from insider trading for their own or other's personal profit.

### 4. Research and development ethics

While undertaking research and development we must conduct high-quality science that is delivered to ethical standards in all areas.

Third Parties agree within the Terms of Business that they will comply with all national or state laws, regulations and recognised international quality and safety standards applicable to the proposed scope of work.

We expect that you ensure that appropriate proactive consent and personal data protection procedures are in place and applied consistently.

#### 5. Auxergo ethics contact details

If you would like further information to understand more about the areas covered in this document, or if at any time you may foresee or come across an event which may or appears to violate a policy referred to in this guide, you are strongly encouraged to promptly report the details of such an event to us: [info@auxergo.com](mailto:info@auxergo.com).

## **II. Signing of documents**

To improve the efficiency of approving documents Auxergo prefers the use electronic signatures, and also encourage our clients to use electronic signatures.

In general, signatures can be achieved through several means, such as using the Signature Line in Microsoft Word, using Fill & Sign in a PDF, writing it down in a touchable screen, and using DocuSign. Alternatively, a document can be printed, signed, scanned, and sent as PDF. We regard all your legally valid electronic signatures as legally binding.

### III. Online meetings and conference calls with us

To ensure you have a good meeting experience, we kindly ask you to read and understand the steps below.

At Auxergo, we use Skype to conduct online meetings and conference calls.

- Before and while attending online meetings, please make sure to follow best practices.
- Test that you can access Skype prior to the meeting itself
- Always arrive early as you would to any other meeting
- Test your headset and your microphone prior to a meeting to make sure it is installed
- A cabled connection is always better than a Wi-Fi connection. If possible, make sure to use a cabled connection.
- When in the meeting, always mute your audio by clicking the microphone button especially if you have a lot of background noise where you are.

If you have any further issues or requests, please contact a meeting arranger or host in the first instance.

If you have any questions or concerns about material which appears on our site, please contact [info@auxergo.com](mailto:info@auxergo.com).