

Ethics & Anti-Corruption Policy

Legal Assistance & Consultancy B.V. (L.A.C.)

Version: 1.0

Last Updated: July 2026

1. Purpose

Legal Assistance & Consultancy B.V. ("**L.A.C.**") is committed to conducting all its activities with integrity, independence, transparency and professionalism. This Ethics & Anti-Corruption Policy establishes the ethical standards applicable to all persons acting on behalf of L.A.C. and demonstrates our commitment to responsible business conduct, compliance with applicable laws and the protection of public trust. The policy supports L.A.C.'s participation in European Union-funded programmes and international partnerships by ensuring compliance with recognised ethical and anti-corruption standards.

2. Scope

This policy applies to:

- Directors

- Employees
- Lawyers and legal consultants
- External consultants
- Trainers
- Interns and volunteers
- Contractors and suppliers
- Representatives and project partners

All people acting on behalf of L.A.C. are expected to comply with this policy.

3. About L.A.C.

Legal Assistance & Consultancy B.V. is a Belgian consultancy company providing services nationally and internationally in the fields of:

- legal services, consultancy and professional training;
- business and management consultancy;
- project development and strategic advisory;
- journalism, media, photography and publishing;
- software consultancy, programming and IT solutions;
- data processing, hosting and digital services;
- webinars, educational activities and publications;

- consultancy services for public institutions, private organisations, civil society organisations and individuals.

L.A.C. is committed to conducting all of these activities in accordance with the highest ethical and professional standards.

4. Our Ethical Principles

L.A.C. operates according to the following principles:

- Integrity
- Independence
- Transparency
- Accountability
- Professional competence
- Respect for the rule of law
- Respect for human rights
- Confidentiality
- Fairness and equal treatment
- Zero tolerance for corruption

5. Zero-Tolerance to Corruption

L.A.C. strictly prohibits every form of corruption.

No person acting on behalf of L.A.C. may directly or indirectly:

- offer, promise or give a bribe;
- request or accept a bribe;
- make facilitation payments;
- offer kickbacks or secret commissions;
- misuse company, client or project funds;
- falsify financial or project documentation.

Violations may result in disciplinary action, termination of contracts and, where appropriate, referral to the competent authorities.

6. Compliance with Laws and EU Standards

L.A.C. conducts its activities in accordance with applicable Belgian, European Union and international legal standards, including, where relevant:

- Belgian anti-corruption legislation;
- EU Financial Regulation;
- EU Anti-Fraud Framework;
- Horizon Europe, Erasmus+, CERV and other EU funding rules;
- OECD Anti-Bribery Guidelines;
- United Nations Convention against Corruption (UNCAC);
- GDPR and applicable data protection legislation.

L.A.C. fully cooperates with competent supervisory, audit and investigative authorities whenever legally required.

7. Gifts, Hospitality and Conflicts of Interest

Employees and representatives shall not offer or accept gifts, hospitality or other benefits that could improperly influence business decisions or create the appearance of undue influence.

All actual or potential conflicts of interest must be disclosed without delay.

Examples include:

- family or personal relationships affecting professional decisions;
- financial interests in suppliers or clients;
- outside employment creating conflicting obligations.

Persons affected by a conflict shall withdraw from related decision-making whenever appropriate.

8. Fair Procurement and Business Relations

L.A.C. conducts procurement, recruitment and partner selection through fair, objective and transparent procedures.

Selection decisions are based on:

- competence;
- quality;
- integrity;
- value for money;

- compliance with applicable legal and ethical standards.

Improper influence, favouritism or undisclosed preferential treatment are prohibited.

9. Ethical Conduct in Professional Services

L.A.C. provides legal, consultancy, educational, media and digital services with independence, impartiality and professional diligence.

Personnel shall:

- act honestly and in good faith;
 - protect confidential information;
 - avoid misleading statements;
 - respect intellectual property rights;
 - provide objective and evidence-based advice;
 - comply with applicable professional and legal obligations.
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10. EU-Funded Projects

Where L.A.C. participates in European Union-funded projects, it commits to:

- ensuring transparent financial management;
- maintaining complete and accurate documentation;
- preventing conflicts of interest;
- using project funds solely for authorised purposes;

- cooperating fully during audits, monitoring and evaluations;
- complying with grant agreements and applicable EU regulations.

Fraudulent reporting, double funding or misuse of project resources is strictly prohibited.

11. Data Protection and Responsible Technology

L.A.C. processes personal and business information responsibly.

Where applicable, L.A.C. complies with:

- the General Data Protection Regulation (GDPR);
- recognised information security principles;
- ethical standards for digital technologies and artificial intelligence.

Data shall never be processed unlawfully or used in ways that violate fundamental rights.

12. Reporting Concerns

Anyone acting on behalf of L.A.C. is encouraged to report suspected:

- corruption;
- fraud;
- conflicts of interest;
- financial misconduct;
- serious ethical violations;

- misuse of project resources.

Reports will be treated confidentially to the fullest extent permitted by law.

L.A.C. prohibits retaliation against any person who reports concerns in good faith.

13. Training, Monitoring and Review

L.A.C. promotes ethical awareness through:

- communication of this policy;
- periodic guidance and training where appropriate;
- internal monitoring;
- regular review of compliance procedures.

This policy shall be reviewed periodically and updated whenever necessary to reflect changes in applicable legislation, organisational activities or recognised best practices.

Contact Information

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L.A.C. is committed to conducting all of its activities with integrity, transparency, accountability and respect for the rule of law. Every person acting on behalf of L.A.C. shares responsibility for upholding these principles and maintaining the trust of our clients, partners, public authorities and the communities we serve.