

## Code of Conduct

As a member of Global Key Family Network, we stress the following mandatory guidelines for our members when dealing with GKF and other GKF members:

1. GKF members commit to reply to any or all communications (within 24 hours) and quote rates with full detail in writing.
2. GKF members refrain from back-selling to each other's customers both at country of origin and country of destination.
3. Members will provide a quick payment of their invoices in the same currency within agreed time and terms of agreed credit.
4. Sending agent is liable for all bank charges unless agreed otherwise.
5. Dishonest conduct will cause termination of membership.
6. The destination Agent is responsible for the protection of all freight collect charges.
7. Granting of credit to a Consignee is solely at the risk of the Destination Agent, unless agreed otherwise.
8. All exchanges of information between companies and people must follow and respect all International Privacy Laws.
9. GKF company registered is responsible for any registered branches financially and ethically.
10. To honor and reimburse any funds/disbursements paid out by a member as per our instruction.
11. To inform GKF of any changes to my company's name, staff, contact details, and other information as required.
12. GKF members commit to honor the rules and regulations set by the USA Federal Maritime Commission (FMC), International air Transport Association (IATA) and from any other national or international private, government entity, shipping, forwarder or maritime association.
13. GKF members commit to pay their membership fees and any other dues linked to GKF programs or conferences in a timely manner and not later than 30 days after invoice date.
14. GKF members commit to attend the annual GKF World Conference.
15. If any GKF network member exhibits or/and behaves unethically, unprofessionally and /or because the non-compliance of any or all these terms of conduct results in any type

of harm to any other GKF network member, GKF Network management have the right to cancel any GKF membership at any time No fees will be refunded, in whole or in part.

16. If any GKF network member exhibits or/and behaves unethically, unprofessionally behavior and /or because the non-compliance of any or all of these terms of conduct results in any type of harm to any other GKF network member, GKF Network management has the right to prosecute such member to any extend including and not limited to the option of criminal and civil prosecution in a court of law if such option is considered needed.
17. If any GKF network member exhibits or/and behaves unethically, unprofessionally and /or because the non-compliance of any or all of these terms of conduct results in any type of harm to any other GKF network member, GKF Network management has the right to make it of public knowledge no limited only to GKF network members but to all general public using all the tools at hand to accomplish such task without a limit of time and frequency in which such action is inform to the public.
18. I may cancel my GKF membership at any time. **No fees will be refunded, in whole or in part.** I further understand that these terms and conditions are subject to updates, changes, and/or amendments. Notification of any such changes will be done through our website.

I have read and understand the above terms and conditions and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Company: \_\_\_\_\_  
\_\_\_\_\_