

***** Business conditions *****

Services area

- officepearl - provides all kinds of interim mandate, connected to any activities in secretariat, back office-support, accounting and managing payments, marketing, commercial support, IT, as well as representative functions (Ger/Fre/Eng). Please find more details on www.officepearl.ch

Promise

- officepearl - offers a premium service, based on the professional experience from the last 20 years in the field of Industrial companies.

Operative regions

- officepearl - is mainly operating in the Lemman Lake region, and in Vaud, Valais, Fribourg and Geneva cantons.
- short-time missions all over Switzerland or abroad can be discussed.
- provides on-site or remote work services depending the needs.

General conditions

- officepearl - initiate the mandate on a contractual basis with the customer.
- applies prices calculated on hourly rates. For a given mission the hourly fee will be based on usual pricing applied in the related field.
 - works from Monday to Friday, inside usual Swiss opening hours from 08:00 – 18:00
 - on special requests or external missions such as events and fairs, working hours can be adapted to the needs.

Confidentiality and Business Ethics

- officepearl - values loyalty, professional secrecy, and accomplishes missions in a timely and accurate manner.
- is bound to the obligation to maintain confidentiality and refrains from gathering and dissemination secret information from former, active and potential customers.

Place and date: Etoy, 1st January 2017





Clelia Renner

Professional experience and profile

Head of department Marketing & Promotion

- Integration of the department projects and concepts. Implementation and control of the activities.
- Organisation and attendance in trade fairs and exhibitions. Operational handling, monitoring and management of the budgets.
- Assistant to the head of technical-commercial department, market studies, und sales concepts.

Division manager IT Infrastructure

- Server- and user management, user trainings, 1st Level Support for Hardware, Software & Office application.
- Generation and automation of reports/listings in ERP and BI Business Intelligence.

Product Manager Software

- Team leader Software department, responsibility for sales turnover (CHF 2 Mio.).
- Planning and realizing the marketing concept and the sales activities, monitoring and controlling of the results.

Lettre de recommandation: Madame Clelia Renner

Madame, Monsieur,

Au nom de la Direction de Trelleborg Sealing Solutions Switzerland SA et en mon nom propre, c'est avec plaisir que je peux recommander les services de Madame Clelia Renner.

Madame Renner a été active 17 ans au sein de notre entreprise en qualité de

« Communication Manager & IT Supervisor » .

Collaboratrice dynamique, consciencieuse, organisée, digne de confiance et ayant le sens des responsabilités, Madame Renner s'est toujours identifiée à son travail et notre entreprise. Elle a su prendre des initiatives et montrer un grand engagement dans la conduite de toutes ses activités.

D'une totale probité et conscience professionnelle, allié à une personnalité avenante, positive, toujours cordiale, Madame Renner ajoute au « **savoir-faire** », une qualité importante de « **savoir-être** ».

Elle a été très appréciée, tant par nos relations d'affaires que par ses collègues et supérieurs hiérarchiques.

Pour toutes ces raisons je peux recommander chaleureusement Madame Clelia Renner.

A tous égards, elle représente un réel atout pour toute entreprise qui aurait le projet de collaborer avec elle.

En souhaitant le meilleur à Madame Renner pour son avenir professionnel et privé, je vous prie de croire, Madame, Monsieur, à l'expression de ma pleine considération

Trelleborg Sealing Solutions Switzerland SA


Manuel Moessner
Directeur Général


TRELLEBORG

Code of Business Ethics and Confidentiality Guideline

This code is based on the code of Athens (International Code of Ethics) and on the Lisbon Convention (European Code of Ethics) the binding guidelines for Public Relations.

officepearl acts ethically and honestly in order to maintain confidence of its customers and involved parties.

officepearl ensures divulging information are based on manageable and controlled facts.

officepearl keeps the promises and respects contractual obligations.

officepearl respects the rules, applied on other professional practices and standards, provided they are consistent with the rules declared in this present code.

officepearl maintains absolute discretion in all professional concerns.

officepearl concludes all missions with the highest respect to confidentiality obligation and refrains from dissemination of confidential data from former, actual and future customers.

If completion of a mandate may involve a serious misconduct made against this present code, officepearl informs its mandator and makes every effort to ensure the client is in line with and meets the values of this code. If not, officepearl follows first this code, regardless the consequences for it selves.

Without explicit agreement of the concerned parties, officepearl doesn't accept mandates in competition with the clients.

Place and date Etoy, _____