

**CODE OF CONDUCT
OF ELTECHNIK SP. Z O.O.**



INTRODUCTION

As a foundation for ethical activities, Eltechnik Sp. z o.o. has implemented the Code of Conduct, which defines the rules of conduct of all employees in their daily business activities. The Code is a reflection of how the company strives to build relationships based on trust and fair cooperation with business partners. It is a list of values that make up the corporate culture of our company shaped by all employees, customers, and all other stakeholders.

By acting in accordance with the adopted ethical principles, we make sure that our company is successful in business, while enjoying a very good reputation. Friendly and good reputation of Eltechnik Sp. z o.o. is our most important value, which we protect and take care of with due diligence. Employees at all levels are responsible for ensuring that their behaviour complies with the principles set out in the Code of Conduct.

All the provisions presented herein define the attitudes and behaviours considered most important in the economic, social, and cultural area. They oblige employees, whatever their position, to respect the rules and facilitate the pursuit of common objectives. The Code provides important information about the standards of conduct respected by Eltechnik for our customers, suppliers, and other business partners, taking into account the needs, rights, and expectations of all stakeholders.

The aim of the Code of Conduct is the following:

- ✓ Strengthening the trust of customers, suppliers, and other business partners;
- ✓ Building the image and reputation of the company as a responsible, reliable, and committed company;
- ✓ Providing the highest quality of products and services.

We expect that each of the employees of Eltechnik Sp. z o.o. will meet the requirements for acting honestly, ethically and in compliance with the law.

RELATIONS WITH CUSTOMERS

1. The company acts fair. Customers are always treated with due respect and attention to their needs.
2. Eltechnik Sp. z o.o. takes the utmost care to deliver high quality, reliable products, tailored to customers' needs.
3. The company does not provide incomplete information or misleading descriptions of its products and their operation.
4. The company does not knowingly offer products which may harm customers and which may put their reputation at risk.
5. In its commercial and other forms of communication, the company avoids giving false, hidden, or exaggerated information.
6. Commercial and advertising activities are in line with the principles of community life and they may not encourage actions contrary to the public interest.
7. Employees of Eltechnik Sp. z o.o. should not give money or gifts to customers that can be treated as material benefits.
8. The company will avoid practices aimed at increasing sales through any unlawful marketing activities.
9. The company will keep the proprietary information obtained from the customer confidential.

OBLIGATIONS TOWARDS EMPLOYEES

1. The company the dignity of employees.
2. The company employees' free time.
3. The company provides equal employment opportunities.
4. The company provides a reliable assessment of the work of all employees.
5. The company recruits and promotes employees taking into account the qualifications required for the specific position. Employees will not be discriminated against on the basis of their race, religion, nationality, skin colour, age, gender, marital status or disability that does not affect their performance at work.
6. The company strives to ensure stable jobs and reliably informs employees about employment prospects.
7. The company provides a clean, healthy, and safe working environment in accordance with the applicable standards.
8. The company assesses the contribution of each employee to the development of the company and uses it to apply the rules of remuneration policy.
9. The company strives for professional development of employees at all levels.
10. The company informs its employees about the objectives of its operation and the tasks at individual workstations, ensuring at the same time effective communication.
11. Each employee has the right to meet with the members of the Management Board of Eltechnik Sp. z o.o. upon appointment to discuss important matters.
12. The company will not tolerate sexual or other forms of psychological or physical harassment of employees.

13. The company develops dispute resolution procedures and will do its best to resolve these disputes without allowing the conflict to escalate.
14. Eltechnik Sp. z o.o. strives to build an atmosphere of friendly cooperation and create a positive inspiration for all employees.

EMPLOYEES' OBLIGATIONS TOWARDS THE COMPANY

1. Employees will make every effort to avoid accidents and injuries to themselves, their colleagues, and bystanders.
2. Employees will make every effort to perform the tasks in a reliable manner and in a manner appropriate to the quantity and quality of the planned results.
3. Employees will help and support one another and remember that they belong to one team.
4. Employees will be loyal to themselves, their superiors, and the company.
5. Employees will avoid any form of verbal aggression against other employees or supervisors.
6. An employee who is critical of a task introduced should immediately report this fact to his/her superior in a bilateral discussion and provide arguments.
7. Communication between an employee and the supervisor, and among employees, should be based on the principles of openness, honesty, fairness, equality, and acceptance; teamwork is most important.
8. Decisions of the superiors, provided they are consistent with the law, the company's objectives as well as with the technological regimes and standards in place, should not be publicly questioned. Employees should clarify any doubts in this respect with the immediate superior. The immediate superiors, if they share the employee's concerns, should pass them on to their superiors.
9. Employees must not use information obtained in the course of work for any purpose other than that for which it was provided.
10. Employees are not allowed to conduct competitive business activity.
11. Disclosing of information about internal solutions used in the company is prohibited unless it has been posted on the company website.
12. Employees are bound by professional secrecy, which includes financial matters.
13. Employees should promote best practices and standards, constantly expanding their knowledge.
14. Employees undertake to use all equipment in accordance with its intended purpose and applicable rules.
15. Employees undertake not to consume alcohol or drugs during and at the workplace.

RELATIONS WITH BUSINESS PARTNERS

1. The relationship between the company and its business partners should be based on mutual trust.
2. Payment for services performed or goods delivered will be made on time and in accordance with the contractual terms and conditions.
3. The financial strength of the company will be used in moderation.

4. The company recognises that the acceptance of gifts or other benefits by employees from a cooperating company may result in situations perceived as an attempt to induce them to offer certain benefits to the donor in return. The following rules should be observed:
 - ✓ Cash gifts are forbidden.
 - ✓ It is prohibited to solicit gifts.
 - ✓ Reasonable small gifts and acts of hospitality may be accepted if they do not give rise to any obligation on the part of the recipient and can be reciprocated to the same extent.
 - ✓ Employees should inform their superiors about any expensive gifts received and favours rendered by the cooperating company.
5. All information concerning the relationship between the company and the supplier or subcontractor should be treated as confidential.

DEALINGS WITH COMPETITORS

1. The company will compete fairly with its competitors and will not undermine their reputation.
2. When dealing with competitors, employees should avoid discussing confidential information of the company.
3. The company will not attempt to obtain information of the competitors by illegal means. These include industrial espionage, hiring competitors' employees to obtain secret information from them, inducing competitors' employees or their clients to disclose information in their possession, and other means not mentioned above.

RELATIONS WITH AUTHORITIES AND LOCAL COMMUNITIES

1. The company will make every effort to be a socially sensitive business entity; it will serve the community through activities that benefit the company and the community, and will provide beneficial employment opportunities and good working conditions.
2. The company takes into account the interests of the stakeholders, trying to take into account both national and local interests.
3. As far as possible, the company will support the community in which it operates.

COMPLIANCE AND VERIFICATION

1. Strict compliance with this Code of Conduct will be a prerequisite for taking up employment in the company.
2. The aim of the company should be to create a favourable working climate and opportunities for employees as well as to honestly explain any issues concerning behaviour and decisions considered unethical.
3. The implementation of the Code of Conduct will be verified.