

SUPPLIER CODE OF ETHICS

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1. INTRODUCTION

Together with our suppliers, we follow the principles of responsible business and sustainable development. We present this Code to support our suppliers in building awareness and developing ethical practices. The Code comprises a set of rules and directives that our suppliers should follow when working with us and with participants in their own supply chains.

We want to build relations with partners who are aware of our values, follow the principles of fair cooperation, and focus on mutual respect and transparency. We expect our suppliers to ensure that the principles adopted by us and presented in this Code will be respected and applied by them. In addition to the principles adopted in this Code, our suppliers should comply with high ethical standards, and also promote and build awareness of sustainable development. Suppliers should be aware of increasingly demanding market expectations for the services and products provided, and ensure their continuous improvement.

We believe that an approach based on ethical cooperation and trust will bring benefits to us, our suppliers, and also the social and business environment.

2. WORK STANDARD

I. Freedom to choose employment

No forms of slave, forced or compulsory labour are acceptable. Employees perform their work only on a voluntary basis. The supplier does not participate in and does not derive any profits or benefits from human trafficking. It is unacceptable that the employees of the supplier perform work in the form of repayment of their debts or in other form that is not voluntary. Retaining any original documents, including identity cards, should not be the condition of employment.

II. Safe working conditions

Every employee of the supplier is provided with safe and hygienic working conditions. The supplier complies with all applicable laws regarding employee safety, taking into account the specific features of the industry in which it operates.

Employees are protected against chemical, physical and biological hazards. Employees of the supplier are properly prepared to perform their duties. The supplier identifies potentially dangerous situations, takes appropriate measures and prepares action plans. The supplier provides its employees with OHS training courses, as required by law, which are properly documented and provided on a regular basis. Safe workplace conditions are monitored on an ongoing basis. Appropriate safety procedures and instructions are followed and safeguards are used. Suppliers correctly apply the required OHS signs (emergency exits, fire extinguishers). If the supplier must obtain specific permits or licences to operate, the supplier meets all the requirements which can be properly documented.

III. Diversity and fair treatment

The supplier provides its employees with an open and supportive work environment. Every employee has the right to equal treatment, respect and diversity. No forms of discrimination and harassment, whether physical, verbal or non-verbal, are acceptable. Employees and associates are able to report any violations or incidents related to misconduct or improper treatment. The supplier uses its best efforts to investigate all complaints and signs related to discrimination or harassment, and takes appropriate actions. The supplier provides equal opportunities to its employees regardless of their: ethnicity, race, gender, age, disability, religion, sexual orientation, appearance, gender identity, gender expression,

trade-union membership. Suppliers do not accept and counteract any retaliatory actions that are directed against a person reporting violation or expressing a different view or feature.

IV. Freedom of association

The supplier complies with applicable laws regarding the possibility of association or non-association by employees and the activities of trade unions. Employees have the possibility to join or form a trade union in accordance with applicable laws. Suppliers do not take any adverse actions or decisions in relation to persons who belong to or are representatives of trade unions. Employee councils and unions are treated with due respect.

V. No employment of children

Employing adolescents is allowed only on the basis of the provisions of labour law related to vocational training. The supplier ensures that no children or adolescents are employed in the production and distribution process contrary to the provisions of the Labour Code. Suppliers treat the provisions of the Polish Labour Code as a standard. Therefore, the use of child labour is also forbidden in cases where such practices are permitted by applicable law of another jurisdiction.

3. HEALTH AND SAFETY

I. Occupational health and safety

Suppliers are required to provide their employees and associates with safe working conditions that meet applicable standards and take into account all industry-specific standards. To this end, suppliers must comply with all applicable occupational health and safety regulations. Suppliers regularly monitor risks and take corrective actions. Risk analysis is carried out on a regular basis. Employees are equipped with individual protection measures (protective equipment, protective clothing), as required for the relevant job position. Suppliers provide their employees with appropriate occupational health and safety training. Suppliers ensure that the rules on the holding and storage of hazardous materials are observed. They also provide drinking water, proper lighting and ventilation, as well as access to sanitary facilities.

II. Waste and emissions

Suppliers ensure that all generated/obtained waste is transported, held and stored in such a way as to avoid contamination of soil, air, ground water, and not to cause harm to people or animals, in accordance with applicable regulations.

Suppliers ensure that when conducting their operations they meet all environmental standards in the field of emissions. Waste and emissions are constantly measured and monitored. Suppliers seek to minimise their adverse impact on the environment in an effective and rational way (reduction of energy consumption, emissions etc.).

III. Environment

Suppliers are aware of their adverse impact on the environment and are not indifferent in this respect.

The supplier's operations are conducted with respect for the environment, in a sustainable manner, and contribute to reducing the adverse impact of their business operations. Suppliers comply with all applicable environmental protection norms, standards and laws, both national and international. Suppliers ensure that they do not use any materials that are widely recognized as harmful to the environment.

4. PROFESSIONAL ETHICS

I. Rules for ethical conduct

Suppliers agree to act ethically in their day-to-day activities. They also comply with legal provisions and common rules in force in the business environment.

Suppliers act with respect to fair competition and anti-money laundering laws, and they monitor and prevent conflicts of interest. Suppliers do not disclose any information that was obtained in the course of cooperation, including confidential information and trade secrets. Suppliers promote ethical attitudes among their employees and business partners. Any forms of corrupt behaviour are unacceptable. Suppliers have an absolute obligation to comply with applicable anti-corruption laws, including supranational regulations, and anti-corruption laws introduced in all countries in which they operate. Suppliers ensure that activities and processes are monitored on an ongoing basis to eliminate potentially corrupt behaviour, and appropriate remedial measures are taken.

II. Reporting irregularities

As far as possible, suppliers enable their employees and other persons to report any irregularities and violations through appropriate channels, while keeping the names of such persons confidential. Any retaliation against persons who report violations is unacceptable. It is forbidden to take any actions that would be hostile towards people who provide information about violation of law or other applicable regulations.

If becoming aware of a breach of this Code or have any concerns or questions, the suppliers may use the following communication channels:

- mostostal@mostostalchojnice.pl (with a note “Supplier code of ethics”)
- +48 52 39 66 113
- or in writing to the company’s address with a note “Secretariat – Supplier code of ethics”

III. Risk management

Suppliers should have resources intended for ongoing monitoring of risks in their organisation and for taking appropriate actions and remedial plans.

IV. Liability

Suppliers are required to comply with applicable (national and international) contract laws, commonly applicable standards and industry codes. Suppliers are required to comply with and respect the ethical values set out in this Code. Suppliers are required to distribute this Code to their employees and subcontractors to familiarise them with the rules and standards in force at Zamet. Zamet provides support to its suppliers in building awareness of good practice and responsible business.