



## Social responsibility

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# Social responsibility

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<b>He checked</b>	Z. Stalmachova	<b>Valid from</b>	06/28/2021
<b>Approved</b>	M. Macháček	<b>Date</b>	06/28/2021



## 1. Purpose

The purpose of the directive is to determine the competencies for the social responsibility of employees, for the elaboration and approval of the Code of Ethics and its implementation in the company.

## 2. Area of application

This directive is valid for Jasplastik, sro for both GA and NR plants, for all employees of the company, including part-time workers, trainees.

## 3. Abbreviations and definitions

They are not.

## 4. References

They are not

## 5. Description

### 5.1 Procedure of activity

The determination of social responsibility of employees in the company is implemented through this procedure, which defines the principles, anti-corruption policy and rules of conduct of employees in the workplace and warning of negative phenomena (also related to Act No. 307/2014 Coll. On certain measures related to reporting anti-social activities and amending certain laws).

The draft code of ethics of the company is processed by the employee authorized by the manager (quality manager), who prepares a written draft of this code of ethics and submits it for comments to the manager or. if he is also appointed to the employees' representative in accordance with the above-mentioned law.

After commenting, the authorized employee (quality manager) will submit the amended code of ethics to the manager for approval.

Familiarization of all employees with the approved code of ethics is made in the form of a notice board on the company's premises and also in writing, a record that the employees were acquainted and understood the principles of social responsibility.

The manager of the company and employees of the administration, quality, trade, production and maintenance are obliged to comply with the established code of ethics of the company listed in Annex 1.

In general, the content of the code of ethics focuses on:

1. Introduction describing the company's business vision and strategic goals.



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2. Basic ethical principles of company business.
3. Product quality while ensuring the priority of safety and health at work.
4. Seriousness of the relationship with the customer.
5. Relationships with suppliers.
6. Environmental protection.
7. Attitudes towards corruption, bribery, lobbying, etc.
8. Relation to the social environment and the region.
9. Other, etc.

## 5.2 Company code of ethics

### CODE OF ETHICS OF THE COMPANY

The Code of Ethics is a document that establishes the corporate culture of our company. It is based on our vision and mission, purposefully supporting our business strategy. At the same time, it represents the connection of our company with the strategy of the parent company.

#### *Our goals and values*

- Customer needs come first for us
- We offer the market the highest quality of our products
- We provide innovations and new types of products
- Mutual respect is the basis of our team's work
- We promote responsibility towards ourselves and our surroundings

#### Health and safety

- The safety and health of employees come first. The company's documents, together with the applicable laws, are applied in our company as a matter of priority in order to protect the safety and health at work of each employee.
- Each employee is responsible for knowing and complying with all applicable safety and health and safety regulations at work.
- It is the duty of each employee to immediately report the detected dangerous or unprotected working conditions to the responsible manager at the workplace.
- Employees may not bring, store and consume alcoholic beverages and other narcotic and psychotropic substances at the company's workplaces and during working hours outside these workplaces and to enter work under their influence.

#### Protection of the good name and property of the company

Every employee in public represents not only himself, but also our company, of which he is an employee. For this reason, every employee should take care of the company's reputation and protect its interests:

- Every employee is obliged to protect the intellectual property and material wealth of the company.
- Phones, faxes, e-mail, as well as computer equipment, including hardware and software, may only be used for business purposes in the company, except when necessary.



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- Employees may not reproduce or reproduce copyrighted software without proper authorization.
- Employees comply with the provisions of the employment contract on trade secrets and confidentiality.

### ***Environmental Protection***

The company requires its employees to comply with all applicable environmental protection regulations related to their job classification:

- All employees are required to work in accordance with the environmental laws and regulations that apply to their workplace and operations.
- Protecting the environment and harmony with the environment is the responsibility of each of us.

### Protection of competition

- The company's employees are obliged to respect the laws governing relations with competitors.
- Dealing with competitors must be decisive, on the basis of fairness, in accordance with the principles of fair and open competition rules and in the interests of the company's reputation.
- The company's employees must respect the assets and reputation of the competition and treat all competitors as equal entities.
- Employees must not seek to obtain information about competitors in dishonest or illegal ways.
- Our companies must not engage in any form of unfair competition.

### ***Conflict of interests***

A conflict of interest arises when personal interests interfere with the employee's duties and loyalty to the company he represents. The company has the right to investigate suspicious relationships and inappropriate behavior of its employees:

- Employees are expected to avoid any direct or indirect connection (eg with family members or close friends) or investments that would or could interfere with the independent exercise of the employee's judgment, acting in the best interests of the company. .
- Employees are prohibited from accepting gifts from anyone who has or is seeking a business relationship with the Company. Gifts in the form of cash, gift certificates or other cash equivalents, shares, securities or similar negotiable items are not permitted.
- Employees are expected to report the occurrence or potential occurrence of a conflict of interest themselves and to suggest how it should be resolved.
- Failure by employees to report circumstances that could lead to a conflict of interest will in itself constitute a violation of these principles.

### Prevention of bribery

- No one may, directly or indirectly, demand or accept a bribe.
- All financial transactions must be clearly, correctly and fairly recorded in the relevant books and other business records of the company and must be approved in accordance with the company's policies.
- All accounting records must be available for inspection by the auditors in accordance with the control system in place.



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- Any contributions to other parties may only be made in accordance with applicable law.

### Discrimination

In accordance with legal regulations, laws of the Slovak Republic, which protect workplace employees from certain types of discriminatory practices, such activities are not tolerated in the company.

- The employee must not engage in any form of threat, intimidation, hostility or insult based on race, color, religion, gender, nationality, age, disability or political opinion.
- In order to comply with the above principles, internal control mechanisms have been put in place and any complaint can be addressed to the relevant supervisor.

### Relations with public institutions

- It is in the interest of the company to create and maintain good relations and effective communication with representatives of state administration, self-government, mass media and other public institutions.
- Relations with public institutions may not be unlawfully promoted, encouraged, inappropriately influenced and thus compromised the good reputation of society.

### Notification

- The application of the code of ethics in the company's practice is managed by the manager.
- Employees are required to report any conduct that violates the principles of this Code of Ethics, respectively. illegal or unethical behavior related to the company's business activities.
- Employees may address such notice or information to a supervisor in accordance with standard procedures.
- The Company will maintain the confidentiality of the identity of anyone who submits such information to the maximum extent possible.
- Given the importance of this type of information procedure, any intentionally false information will be considered a breach of the Code of Ethics and its author will be subject to appropriate disciplinary action.

### Final provisions

The Code of Ethics reflects the general principles of guiding employees in ethical behavior and is not intended to address every specific situation. In this sense, a company is not restricted from initiating disciplinary action in respect of an event that does not comply with ethical principles not set forth in this Code.

Changes in the code may be made by the company's managing director.

The Code of Ethics enters into force on 01.01. 2017.

In Galante, on: 09.01.2017

Approved:

Dipl. Ing. Milan Macháček

Executive manager

or Dipl. Ing.Árpád Szakács

Executive manager



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### 6. Document history

Release Date	Description of the change	Status	Revision number	Made by (name)
06/28/2021	Development of a directive	RL	00	M. Lipovský