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# Etický kodex společnosti WMW

## *Code of conduct*

Dear colleagues,

You are in possession of the WMW Code of Conduct and other important information of WMW s.r.o. and WMW-Production s.r.o.

We want to create mutually beneficial relationships with customers and suppliers based on shared values and expected behaviour. Our Code of Conduct defines the framework of behaviour we expect from our business partners and employees.

WMW's corporate culture and reputation is based on values and rules such as acting in a businesslike manner, working effectively and in partnership not only with colleagues but also with suppliers and customers, competitors, other stakeholders and the public, ensuring the stability and prosperity of the company, being innovative and resourceful, acting loyally and setting an example for all others. Only then will we maintain the right company culture.

The Code of Conduct must be adhered to and is binding on all employees and every individual. We expect each of us to take personal responsibility for WMW's compliance with the Code of Conduct by acting lawfully and with integrity.

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## **1. Compliance with laws and regulations**

WMW's success and reputation depends on everyone's legal integrity.

In our work and business activities, we must respect and comply with all laws and regulations and WMW's internal rules and regulations. Violation of these cannot be tolerated and can have serious consequences for our company and all partners.

We must be guided by WMW's values and act honestly and lawfully in every activity we do.

## **2. Scope of validity**

This Code of Conduct defines the framework of expected behaviour and is valid and binding for all business units, business partners and all WMW employees regardless of position or level of employment.

### **3. Working and social principles**

Self-fulfilment is one of our core values.

We treat our employees, business partners and third parties with dignity, respect and in accordance with all internationally applicable human rights and the following principles.

We respect all employees and business partners and other third parties regardless of gender, ethnicity, social background, nationality, colour, sexual orientation, religion or belief, trade union activity, age, disability or other legally protected characteristics.

We respect rights under the text of the United Nations Declaration of Human Rights, as does the International Labour Organisation. We do not use forced labour, do not traffic in human beings and do not employ children.

Employees are hired and promoted based on their qualifications and skills.

We respect the right of all employees to form and join trade unions and representative bodies and to engage in collective bargaining in accordance with applicable legislation.

Working hours must not exceed the maximum limit set by the applicable legislation.

All workers must be provided with wages and employee benefits that comply at least with national laws or sectoral standards and binding collective agreements.

We reject any behaviour that creates an unpleasant, hostile and/or intimidating working environment, as well as all forms of harassment and psychological and/or physical abuse.

#### **4. Safety, health, product and environmental safety**

Our responsibility for the health and safety of our employees, customers and suppliers and our impact on the environment is one of our most important principles.

All employees at all levels of management and in the full scope of their functions are responsible for fulfilling the employer's responsibility for occupational health and safety.

A safe and healthy environment contributes to improved work morale, and furthermore to improved product and service quality. Ensuring workplace safety is the most important priority.

We comply with all legally required safety measures to ensure a safe and secure workplace. We have a responsibility to provide a safe and healthy working environment. We use all available safety equipment, identify and report unsafe conditions, and follow accepted safety procedures.

We are committed to protecting the environment and believe we can make a substantial contribution to a sustainable balance. We strive to improve the environmental performance of our operations, projects, products and services throughout their life cycle.

In production, we strive to reduce resource consumption and increase efficiency and sustainability. In addition, we are individually responsible for minimizing our environmental impact by using environmentally friendly practices, sorting waste and working with accredited recycling companies.

We are committed to providing the best quality products that meet legal requirements. We are responsible for identifying, reporting and addressing anticipated safety issues. Where necessary, we report deficiencies to the appropriate authorities and take the necessary measures to avoid them.

We create optimal conditions to ensure fire protection at all workplaces and establish preventive measures to minimize risks in the operation of production activities. We implement fire protection by means of professionally qualified persons, thus ensuring the fulfilment of legislative obligations and normative requirements.

By creating company regulations, we create conditions for effective protection of the life and health of employees and company property. We systematically train employees in emergency preparedness, fire protection, first aid, handling of chemical substances and prevention of emergencies, thereby reducing the risk of their occurrence. We provide sufficient number of marked emergency exits, fire extinguishers and first aid equipment. In the area of chemicals, we emphasise compliance with correct use and storage.

## **5. Honest business practices**

We believe that we can win new projects and customers honestly and with respect for the rules that apply.

We are committed to competing fairly and do not tolerate any violations of antitrust, competition laws or related regulations.

We may not solicit, accept, offer, approve or provide acts of corporate hospitality or gifts that might improperly influence or give the appearance of improperly influencing our business decisions or those of our employees or other collaborators.

We fully respect the right to privacy and the processing of personal data.



## **6. Fight against corruption and**

We are committed to conducting business with a high level of moral integrity. We do not tolerate any form of bribery or corruption, including embezzlement, money laundering, commissions, usury and fraud.

We comply with local and international laws that prohibit corrupt practices and business practices when doing business with third parties.

We do not tolerate corruption.

Our employees are obliged to avoid situations in which they would be exposed to a conflict between their private interest and the interest of the company. A private interest is any benefit to an employee, his family members and other close persons, as well as to individuals and entities with whom he has business dealings.

An employee may not use his position, authority, job title or information obtained in the course of his employment to obtain a pecuniary or other advantage or benefit for himself or another person.

We may not solicit, accept, offer, approve or provide acts of corporate hospitality or gifts that could improperly influence or give the appearance of improperly influencing our business decisions or those of our employees or other business associates.

Offering promotional materials, samples and occasional courtesies with little market value, as well as inviting or accepting an invitation to a business meeting is acceptable.

Benefits must be transparent and documented.

## **7. Trust and Confidential Information**

We respect confidential information relating to our company and our stakeholders. We take all reasonable measures to protect confidential information from disclosure to anyone who is not entitled to and does not need the information in the course of their work.

We do not disclose business information that is not public. This information has the status of confidential and must not be disclosed to an unauthorized person unless required by law. This standard also applies to confidential information of our customers, partners and other collaborating parties.

The obligation of confidentiality also applies after the termination of an employee's employment contract or the termination of a partnership agreement or business partner agreement. The direct or indirect use of business information for personal gain, third party advantage or to the detriment of the company is prohibited.

We take care to maintain information protection systems and their effectiveness against increasing threats and potential attacks, both internal and external, and related to increasing levels of risk in the future.

Ensuring the security of information as well as the protection of confidential data is the responsibility not only of management, but of each of us, including our external service providers

It is our responsibility to ensure a high level of information security adapted to the relevant requirements and developments in our activities.

We respect the privacy of our employees and business partners and believe that relationships are based on trust. Therefore, we protect individuals' personal information specifically. Each of us has the right to decide on the disclosure of personal data and how it is to be processed. We use personal data transparently and it is collected, processed and used in accordance with relevant laws and internal rules.

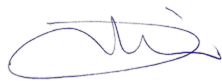
Official announcements on behalf of our company may only be made by authorized persons. We respect freedom of speech, but as employees of our company we are responsible for ensuring that our public presentation does not damage the reputation of WMW. When expressing ourselves in private, we must present our views as our own and not as those of WMW.

All records and reports, accounting records, business reports, audit reports and the like that are made internally or have external origin must be true and correct.

## 8. Property, intellectual property and assets

We take care to protect and maintain our assets from damage, theft, loss and misuse as they are critical to our business. The Company's assets are both tangible and intangible. Examples of tangible assets include materials, cash, products, machinery and equipment, computers and real estate. Examples of intangible assets are our brand, know-how, trade secrets and copyrights.

Company assets may only be used for WMW's business purposes. Private use is prohibited. Third party intellectual property may only be used when authorized. Private use of third-party property is prohibited.



Ing. Durdiak Ľuboš

Quality Manager

Management representative



Ing. Míček Vladimír

Company director