



Business Conduct Policy

We are a solely Czech company with a unique portfolio of products and services used in various industries. The pillars of values we stick by today have been created since 1947 and are an expression of our commitment to ethical and impeccable conduct in every situation. Besides international conventions, laws, internal rules and ethical standards, our business values are the basis for our actions. "Respect, Responsibility, Trust, Openness and Co-operation" are the basis for our day-to-day activities and have become a part of the principles of behavior of every single employee of our company. We expect a similar approach from all our business partners where high standards of ethical behavior in our mutual relationships are the basis for long-term success.

WE RESPECT ETHICAL PRINCIPLES AND COMPLY WITH LAW

- Ethical principles and respect for law are fundamental principles of our behavior and corporate culture.
- Our company is a trading company founded and existing under the laws applied in the Czech Republic; this, or any other, law that governs our relationships is systematically monitored, known, honored and unconditionally and consistently observed.
- We strive for our relations with our business partners, public authorities, our employees and the public to be established on the long-term basis, stable and based on mutual respect and trust in honest behavior.
- We act and take our decisions in accordance with the principles of employee collegiality and fair trade, and in accordance with the rights and obligations arising from the law, the decisions of the public authorities and the contractual relations to which we are a party.

WE RESPECT OUR EMPLOYEES

- Observance of human rights is self-evident in our society. We do not incite or tolerate any manifestation of discrimination. We condemn any forms of forced or otherwise illegal work.
- We condemn abuse of child labor. We only employ people who meet the conditions laid down by law.
- We provide professional training of students of secondary vocational schools at our operations; we do so according to contracts with these schools in a special age-appropriate regime of knowledge and experiences of the students.
- We do not tolerate any illegal work, even with our business partners.
- The standard in our relationships with employees is always the procedures and conditions laid down by law. This also applies to conclusion and content of employment contracts or other labor-law contracts and agreements, working hours, holidays, breaks at work, overtime, remuneration, wage deductions or termination of employment relationships.

- We fairly reward our employees for their work, including working afternoons, nights, weekends and holidays and overtime. Above the law requirements, we provide our employees with social and other benefits.
- In relation to our employees, but also in relation to public authorities, we fulfill all our statutory duty to provide information.
- We respect the rights of our employees, including the right to associate and to negotiate collectively. We respect the position of trade unions operating in our company as representatives of our employees and we consider them to be our partners in the social dialogue.
- We constantly communicate with our employees, including meetings and top management consultations and other senior employees, as well as informing our employees about topical issues through our central news boards, workplace information boards, company intranet, internal radio broadcast, corporate facebook, and company newsletter "VÚHŽ Newsletter".
- We regularly conduct a survey of satisfaction and motivation of our employees.
- The annual evaluation of our employees is the basis for fair remuneration and setting up new personal development plans.
- We do not resist the complaints of our employees nor other persons; we allow them to file complaints, including anonymous, and we deal with these complaints responsibly.

WE RIGOROUSLY ENFORCE OCCUPATIONAL SAFETY AND HEALTH PROTECTION

- Safety and health of our employees is an organic part of all our activities and has the top priority. In our company we create the most favourable working conditions possible. We follow the accident prevention security program; we ensure that every work activity is done following safe working practices.
- We have worked out and systematically evaluate and update the system for identification and assessment of risks of potential health damage at work, including measures to eliminate health risks.
- We recognize prevention. We constantly train our employees and educate them to work safely and to protect their health.
- We provide our employees with personal protective equipment according to the list drawn up for each job. Employees at workplaces with increased heat or physical load are provided protective drinks.
- We consistently provide for the assessment of health fitness of our employees in the system of medical examinations; we do not allow the performance of work that is inadequate to the health of our employees.
- In spite of our preventive efforts, rare accidents may occur, and therefore we have a system including first aid, reporting and investigating injuries or other unhealthy events and taking measures to prevent them from recurring and damages.

WE RESPECT OUR BUSINESS PARTNERS

- We treat our business partners as persons who are equal, we negotiate with them honestly and transparently, with respect and fairness.
- We assume that our business partners have the same principles as we do; if we are convinced that this is not the case, we respect it unless it is contrary to legal regulations and does not cause excessive risk or harm.
- We are committed to creating value for our business partners. In relation to our products, we apply the principle of continuous improvement, increasing their added value, while reducing the burden on the environment. We apply the zero error strategy.
- We choose our suppliers with care to ensure the quality of our products is respected. We negotiate quality agreements with our suppliers and evaluate the fulfillment of their obligations.
- We ensure adequate supervision of compliance with labor and technological procedures and solutions to possible complaints from our business partners. We evaluate satisfaction of our business partners.
- We want our business partners to work with us continuously or to keep returning to us. The success of our business partner is also our success.
- We recognize the unity of words and deeds; we will do as we promise. We support ethical entrepreneurial culture and we fulfill our duties with care, honesty and fairness.
- We are ready to negotiate an audit with our business partners in our company.

WE DENOUNCE ANY MANIFESTATIONS OF CORRUPTION

- We give zero tolerance to offering or accepting bribes.
- We strictly oblige our employees to refrain from any corrupt practices; no one will require or accept any performance in exchange for providing or promising to provide any benefit or offering or providing such performance in connection with the performance of our work for our company, on our behalf or with reference to our company.

WE RESPECT ECONOMIC COMPETITION AND INTELLECTUAL PROPERTY

- We are supporters of free, honest and fair competition; we do nothing to disturb such competition.
- We avoid conflicts of interest and situations that may cause suspicion of such a conflict, including the conflict of our interests with the interests of our company; any act of conflict of interest is possible only if the law permits.
- We respect intellectual property rights, an interest in maintaining confidentiality about business secrets and other confidential information, and we protect such rights and information to the extent permitted by law, contracts with business partners, consent of data subjects and business ethics.
- We protect the personal data of our employees as well as all other persons whose personal data have been provided to us.
- All our employees who come into contact in the course of their duties with personal data, information subject to business secrets or other confidential information, are under a duty to maintain confidentiality of such data and information.

WE PROTECT THE ENVIRONMENT

- Environmental protection is an essential part of our policy. The standard is at least fulfilling all the requirements of the laws and permits granted to us by the state authorities.
- In the long term and conceptually, we strive to continually reduce the impact of our activity on the environment of our company. We remove old environmental burdens.
- We have set up and implement waste disposal systems to meet environmental protection principles, we prefer recycling, closed water systems and waste water treatment plants, chemical treatment, and energy management; priority is also the gradual reduction of pollutant emissions into the air.

These principles are the fundamental basis of our internal regulations, including

- Working conditions
- Social code
- Integrated management system documentation and related internal standards

in which they are concretized.

We comply with these policies and review and enforce them in our company.

In Dobrá on 1 August 2017

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Ing. Karel Rojko
Chairman of the Board

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Ing. Oldřich Žák
Vice-Chairman of the Board

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Ing. Mgr. Jiří Sobek
Member of the Board