

SPLAST

Code of Ethics



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SPLAST firmly stands behind and enacts responsibility in business operations. Our success may be measured by maintaining high standards in relations with employees and business environment – clients, suppliers, authorities, rival companies and local communities.

Reputation is one of our most valuable assets.

Our business partners expect us to properly conduct all operations.

Code of Ethics is an expression of our moral values and following on them rules of conduct. Each employee must familiarise themselves with the Code and respect all included regulations and provisions. In case of any doubt, an employee should refer to either the direct supervisor or the Board.

We would like to be assured each provision of the *SPLAST Code of Ethics* is known and understood by all employees.

Accordance of our business conduct with this Code of Ethics is crucial in building and maintaining the reputation of SPLAST as responsible and reliable business partner, employer, supplier and members of local community.

Our intention with the *SPLAST Code of Ethics* is to address as many aspects of the Company's business operations as possible. Having in mind that many non-predictable situations may nevertheless occur, this Code shall be considered as the guidebook including basic values and rules as well as setting directions of conduct in undertaken business activities, contacts with clients, suppliers, partners and all other parties with whom we may have business relations in the future.

Tadeusz Sanocki
Founder of the SPLAST

General provisions

SPLAST conducts its business operations in accordance with Polish and international law. The same approach is required from each employee, client, supplier or any other business partner.

Employees and all parties operating on behalf of SPLAST are obliged to act in accordance with the SPLAST Code of Ethics, regardless of their job duties. Following the ethical rules is a factor determining the SPLAST reputation.

A duty of each employee is maintaining the SPLAST reputation as an honest and reliable party in business operations.

SPLAST declares to make any effort required for corruption and bribery counteractions. Integrity and credibility are the values applied by SPLAST in all operations and activities. Any kind and form of corruption or bribery is intolerable.

SPLAST follows binding labour laws. The Company obliges to provide its employees proper conditions in workplace and qualifications development opportunities.

Sustainability and all actions towards natural environment protection are key rules in SPLAST business operations.





Employees

SPLAST conducts transparent employment policy in accordance with Labor code. Each paragraph of the employment contract is consistent with law and transparent for both parties.

SPLAST obliges to provide its employees safe and friendly workplace, with respect for their dignity and private life.

As an employer SPLAST constantly pursues providing equal employment and work environment conditions for each person regardless of their gender, age, nationality, skin colour, sexual orientation, marital status, religion or beliefs. The same approach towards employees is required from each employed person.

Employees may expect an appropriate salary regarding their duties, as well as rewards for extraordinary achievements.

Each employee may participate in trainings and courses improving their qualifications.

Each employee's efforts are unbiasedly evaluated. An employee is directly informed about their evaluation.

An employee shall be neither illegitimately favoured nor discriminated.

Physical, sexual or psychological abuse in any form are intolerable in any SPLAST unit or department.

SPLAST does not employ minors regardless its accordance with law. Exceptions are made for high school students for mandatory or extracurricular internships.

SPLAST employees are responsible for proper use, protection and maintenance of any Company trusted property.

Any SPLAST property given or leased to an employee is intended as a support in job duties. Each employee is forbidden to use time, materials, information, accommodations or any other resources to execute tasks for another business entity, establishments or organizations in order to gain personal benefits.

Any documents and files created as a part of job duties are the property of SPLAST.

Provisions regarding the relations with employees are detailed in the SPLAST Employment Policy.

Workplace Health & Safety

SPLAST provides employees all devices, work clothing and personal protection equipment necessary for fulfilling their work duties, with regard to the place and nature of their respective job.

Before undertaking their job duties each employee is obliged to participate in Workplace Health & Safety and Fire Safety training. Once the trial period is over each employee must sit a test on Workplace Health & Safety and Fire Safety policy.

Both physical and mental health of the employees are priorities for SPLAST. No employee shall be induced or forced to work under conditions which may cause damage to their health or life.

In case of any health & safety infringement in the workplace employees may refuse to undertake their duties.

Ingestion of alcohol or drugs in the workplace or directly before undertaking work duties is strictly prohibited.

Detailed rules and measures for health and safety are in *SPLAST Workplace Health & Safety Policy*.

Clients, suppliers and business partners

Relations with clients, suppliers and other business parties must be based solely on business decision and honest transactions.

SPLAST abides all contracts signed with clients, suppliers and other business partners unless these contracts violate the law or SPLAST Code of Ethics. Each paragraph of such contract is transparent for all involved parties. Any amendments must be approved by all involved parties.

Conditions of an offer pitched by an external entity to SPLAST are only factors considered in the decision of signing a contract.

Any contact between SPLAST employees and the client/supplier be on business terms in accordance with the signed contract.

Provisions regarding the relations with clients are detailed in the SPLAST General Sales Terms.

Provisions regarding the relations with suppliers are detailed in the *SPLAST Supplier Guide*.

Anti-corruption policy

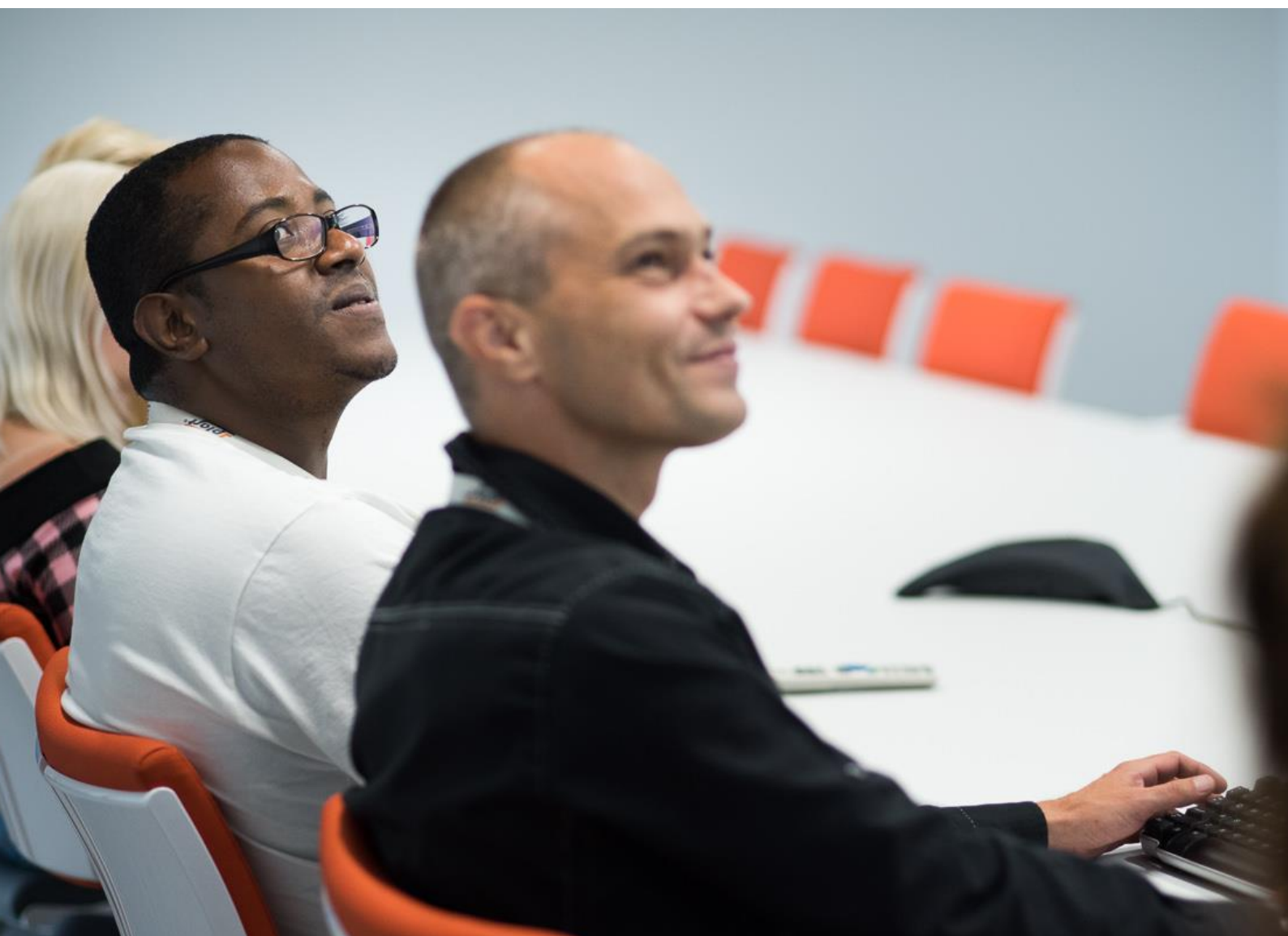
SPLAST declares to make any effort required for corruption and bribery counteractions.

Integrity and credibility are the values applied by SPLAST in all operations and activities. Any kind and form of corruption or bribery is intolerable.

Corruption and bribery are defined as offering, demanding or receiving by one party any form of benefit in order to grant a contract or an order, application approval, quickening given process or any form of preferential treatment of any party.

SPLAST requires its employees to obey following rules:

- a) neither give illegitimate material or any other benefits nor generate situations which may be viewed as corruption activity,
- b) neither receive illegitimate material or any other benefits nor generate situations which may be viewed as corruption activity (in particular money, valuable gifts, rewards, funded excursions, travels and stayings at resorts received from any clients, rival companies or business partners); each employee must be aware that gifts or invitations, although made in goodwill, may affect objectivity towards an offerer,



- c) do not seek any material benefits while operating on behalf of SPLAST,
- d) do not preferentially treat any of the Company's suppliers,
- e) refuse bribes of any kind and form; any received offer must be promptly reported to the Board.

Concurrently, it shall be stated that appropriate gifts, dinner invitations are acceptable as the means of establishing good business relations.

Low-valued gifts or promotional products, usually handed out to clients are acceptable, unless such gift may be considered as a form of pressure on the decision-making process.

When in doubt if receiving gift or invitation for a funded event is morally righteous, it is advised to report such situation to either direct supervisor or the Board and follow their advise.

Provisions regarding the corruption and bribery counteractions are detailed in the *SPLAST Anti-Corruption Policy*.

Business secret protection

SPLAST obliges to protect its business secret in accordance with the law. The same approach is required from any employee who has access to confidential data.

Confidential data regarding clients, suppliers and other business partners are considered and protected as SPLAST own.

Each employee whose job duties require them to have access to confidential data is obliged to protect Company's secrets.

Company business secret are defined as information technical, technological, organizational, commercial, strategic, financial or of any economic value regarding which the Company had undertaken necessary actions towards confidentiality protection.

Provisions regarding the business secrets protection are detailed in the *SPLAST Business Secrets Protection Policy*.

Corporate Social Responsibility

SPLAST understands the social responsibility coming from the business operations, as well as its impact and possibilities for local community and institutions.

SPLAST actively supports local education, culture and sports institutions, among which are school, universities, cultural centers, museums or sports teams.

University students and secondary technical/career school pupils may apply for mandatory or extracurricular internships at SPLAST.

SPLAST actively supports charity and public benefit institutions which aim is to protect human life and health.

Provisions regarding the relations with educational, cultural, sports, charity organizations and centers are detailed in the *SPLAST Corporate Social Responsibility*.

Sustainability

SPLAST is obliged to constant improvement of production technologies in order to reduce natural resources consumption, environmental protection and workplace ergonomics.

The Integrated Quality and Environment Management System operates in SPLAST in accordance with ISO:9001, IATF:14969 and ISO:14001.

Operations aimed at reducing of greenhouse gas emissions, such as technology and production innovations or renewable energy sources, are constantly implemented and improved in SPLAST.

All business activities and operations in SPLAST are based on process approach with risk analysis.

Provisions regarding the sustainability are detailed in the *SPLAST Integrated Management System Policy*.