

# CODE OF CONDUCT- summary

Updated: 04/2024

*The Code of Conduct is a document that define the basic values and ethical principles of our company and the basic rules of behaviour of all employees. Compliance with the rules of the Code of Conduct is regularly monitored during meetings of the company's departments.*

*The Code of Ethics is part of the company directive PS 255/2018, which is obligatory for all employees, and it is the duty of every employee to become acquainted with it and act according to its content. This document does not replace the directive but provides only basic information about the directive, the directive's content and the basic company values.*

## ETHICAL STANDARDS OF THE COMPANY

- We comply with the law and do not tolerate its violation
- We act professionally and work together with professionals
- We guarantee equal opportunities and equal treatment
- We keep proper accounts
- We protect the environment and the people
- We care about product quality and safety
- We provide safe, stable and suitable working conditions for our employees
- We reject any discrimination or harassment
- We promote diversity and guarantee equal opportunities
- We support social dialogue and recognises the rights of employees to form or join trade unions and associations
- We ensure equal treatment of all employees in terms of working conditions, remuneration, training and career development
- We pay employees a fair wage and comply with minimum and guaranteed wage legislation

## ZERO TOLERANCE FOR VIOLATIONS OF THE LAW

- We comply with all legislative obligations related to our activities
- We do not tolerate any corruption or unfair competition
- We reject deals within cartels
- We are careful about conflicts of interest
- We do not use any form of forced labour or child labour and ensures the special conditions for employing persons under the age of 18 according to the law

## PROTECTION OF CONFIDENTIAL INFORMATION

- We ensure the protection of information, data, personal details and intellectual property
- We are careful about who we are talking to and what we are talking about

## EMPLOYEE OBLIGATIONS

- We protect property, intellectual ownership and trade secrets
- We inform a superior about any potential or actual conflict of interests
- We are careful about supporting the competition

## SPECIFIC OBLIGATIONS OF MANAGING EMPLOYEES

- Take full responsibility for the activities of subordinate employees
- Assign clear, competitive and realistic tasks
- Trust but verify
- Listen to subordinates

- Carry out organisational and supervisory activities during the execution of the assigned tasks
- Does not tolerate any violation of the applicable laws or the company's Code of Conduct

### BREACH OF THE CODE OF CONDUCT

- Violation of the Code of Conduct can be perceived as a breach of any obligation arising from legislation relating to the work performed, in a specially broad manner
- All employees are obliged to inform employers of a breach of the Code of Conduct, even when this breach may only be suspected
- An employee may report a violation of the Code of Conduct or the law directly to a supervisor, to the head of the department, or to the HR Director, or through the company's internal reporting system (see <https://www.spolchemie.cz/cs/pro-oznamovatele/>)
- Retaliation against the informer or whistleblower is not allowed; informer's/whistleblower's identity may not be disclosed

## OUR COMPANY CORE VALUES



### EXPERTISE

Our long established technical skills, combining a deep knowledge of chemistry with quality work are something we are proud of.

### ACCOUNTABILITY

We actively participate in the search for solutions, we take responsibility for decisions making and achieving the results to which we are committed. We are aware of our responsibility in the prevention of accidents and in the protection of the environment, the health of our employees and the city's inhabitants.

### INNOVATION

Our knowledge and skills are always deepening and expanding. We are striving to develop new products and technologies and constantly improve our work processes.

### CUSTOMER ORIENTATION

Sensitivity to our customers, reacting flexibly and fulfilling our obligations ensures loyalty from our customers and further recommendations to their business partners.

### TEAMWORK

We respect our colleagues. We pull together and we do everything to be a trusted partner for our customers, suppliers and the public.