

**“Polmor” spółka z o.o.
in Bytów****I. INTRODUCTION**

By this Code of Ethics “Polmor” spółka z o.o. in Bytów, KRS No. 0000044440, hereinafter referred to as the “Enterprise” or the “Company”, commits itself to comply with the highest ethical standards in any dealings with its clients, collaborators, partners and the local community.

Whatever the Enterprise does, it is the fundamental ethical values must be complied with and commitments to all parties interested in its activity must be recognised. Integrity is a *sine qua non* for stability and success of the Enterprise. Reputation of and trust in the Enterprise are among its highest values.

Adoption of the Code of Ethics means recognition of common values and commitment to regular monitoring of compliance with the adopted standards.

II. DEALINGS WITH CLIENTS

1. The Enterprise will:
 - 1) deliver products and services that are valuable, high-quality, well made and safe to use;
 - 2) offer products in accordance with national and international standards or, if no such standards exist, conduct appropriate safety tests;
 - 3) not knowingly provide incomplete information and misleading descriptions relating to products and services offered;
 - 4) will not knowingly conceal harmful effects of products.
2. In marketing efforts and other forms of communication, the Enterprise will avoid stating any information that is untrue, exaggerated or incomplete.
3. In order to ensure full satisfaction of its clients, the Enterprise will ensure a high standard of maintenance services.
4. Employees of the Enterprise should not give clients any monies or gifts that may be regarded as financial gains.
5. The Company will avoid any practices leading to increase of sales through any illegal marketing efforts.
6. The Company will keep confidential any proprietary information obtained from clients.

III. DEALINGS WITH SHAREHOLDERS AND OTHER INVESTORS

1. The Company will take care of interests of shareholders and other investors and will not take any steps in order to give preference to one group of investors at the cost of another.
2. The Company should make efforts to achieve an attractive rate of return on capital in the long term.
3. The Company will provide honest information about its policy, achievements and growth perspectives.

IV. DEALINGS WITH EMPLOYEES

1. Dealings of the Enterprise with employees will be based on respect for their personal dignity.
2. The Company will employ and promote employees, taking into account the qualifications required for a given position. Employees will not be discriminated against on account of race, religion, nationality, colour, age, sex, marital status or disability not affecting their work results.
3. The Company will make efforts to ensure stable positions and provide employees with reliable information on employment perspectives.
4. The Company is committed to ensuring a clean, healthy and safe working environment in accordance with standards and legal provisions. Employees, on the other hand, are obliged to make efforts in order to avoid accidents, hurting themselves, their colleagues and third parties.
5. The Enterprise will ensure confidentiality of medical data provided by employees. Results of periodical medical examinations will not be shared with other employees and third parties.
6. In order to give credit to individual persons who contribute to the Company's success, the Enterprise will apply the principles of clear and transparent remuneration policy. The principles of the remuneration system will be formulated in such a way so as to take into account individual contribution of each employee.
7. The Company will provide employees with assistance in improving their qualifications and support their careers with the Company.
8. The Company will provide employees with information about the purposes of its activity and tasks to be performed at particular positions.
9. Information obtained from employees during employment will not be used for any other purpose, competing with the purpose for which it was shared.
10. The Company commits itself to disclose any direct personal interests of employees holding managerial positions and their family members that are connected with the activity of the Enterprise.
11. The Company will not tolerate sexual harassment or other forms of mental or physical abuse of employees.

12. The Company is committed to recognising its special obligations towards employees who are about to retire.
13. The Company will support bonds between colleagues and bonds with retired employees who previously worked for the Enterprise.
14. While purchasing additional pension insurance, the Company will be driven by employees' interests only. The Enterprise will make every effort to select the safest offer of an insurance company or an insurance fund.
15. The Company will develop dispute resolution procedures and will make every effort to solve such disputes without allowing conflicts to escalate.
16. The Company will make efforts to ensure as full as possible communication with each employee. The Enterprise will recognise the need for providing information to and consulting employees within their working teams. Where possible, employees will also be duly represented during negotiations. If there is an appropriate agreement with trade unions, the Company will ensure appropriate solutions facilitating constructive dialogue.
17. The Company will provide employees with reliable information about social insurance contributions paid and about the nature of contracts. The Company will not use civil-law contracts if not permitted by law.

V. DEALINGS WITH BUSINESS PARTNERS

1. Dealings between the Company and its business partners should be based on mutual trust.
2. Payment for goods or services delivered will be paid in a timely manner and in accordance with the agreement.
3. The Company's financial strength will be used in moderation.
4. The Company recognises that accepting gifts or other benefits by employees of a collaborating company may result in situations perceived as an attempt to offer certain benefits to the giver in exchange. The following principles should be complied with:
 - 1) no one should be induced to accept a gift,
 - 2) no monetary gifts should be given,
 - 3) reasonable, small gifts and hospitality may be accepted if they do not cause any commitment on the part of the receiving person and may be reciprocated to the same extent,
 - 4) any valuable gifts and favours received, connected with the cooperating company, should be reported to supervisors.
5. Any information relating to dealings between the Company and its business partners should be kept confidential.
6. The principles and requirements that the Company adopts and imposes on its suppliers and business partners as an intermediary in respect of responsibility for people and the environment are described in the Appendix to this Code of Ethics.

VI. DEALINGS WITH COMPETITORS

1. The Company will honestly compete with competitors and will not undermine their reputation.
2. In dealings with competitors, employees will avoid situations in which confidential information relating to the Company may be disclosed.
3. The Company will not attempt to obtain any information relating to competitors by taking any illegal measures. Such measures include industrial espionage, employing competitors' employees with a view to obtaining confidential information from them, inducing personnel of competitors or their clients to disclose information, and other measures not listed above.
4. The Company will not use any illegal restrictive trade practices.

VII. LINKS WITH AUTHORITIES AND LOCAL COMMUNITIES

1. The Company will make every effort to be a socially sensitive business entity, will serve the community through activities that are beneficial both to the Company and the community and by ensuring beneficial employment opportunities and good working conditions.
2. The Enterprise will take into consideration the interests of the entire environment, trying to take both national and local interests into account.
3. The Company should support the local community, where possible. Any charitable donations will be granted in accordance with the principles determined by the owner.

VIII. NATURAL ENVIRONMENT

1. In its activity, the Enterprise will be driven by a high level of responsibility for the natural environment.
2. The Company is committed to protecting the environment and using natural resources responsibly. Therefore, the Company will:
 - 1) try to ensure that the production cycle, waste management, waste disposal, exhaust and noise emission meet the applicable standards,
 - 2) analyse the environmental impact of each new endeavour,
 - 3) regularly review the Company's environmental impact,
 - 4) have particular regard for wildlife protection.

IX. LINKS BETWEEN BUSINESS AND POLITICS

1. The Company's activities will be characterised by full respect for the law, executed by democratically appointed local, regional and state authorities.
2. The Company will not support any political activity based on spreading hatred, bias and discrimination against certain groups or people.
3. The Company's policy on supporting social and political activity should be transparent.
4. The Company will not treat politicians and representatives of authorities in a particularly privileged way.

X. INTERNATIONAL BUSINESS

1. The Company will commit to respecting laws and communities of other countries.
2. The Company will respect culture and traditions of each country where the Company operates.
3. The Company will act responsibly as far as international trade is concerned, in accordance with agreements ratified by Poland.

XI. IMPLEMENTATION OF THE CODE

1. Implementation of the Code will be connected with monitoring of compliance with implementation of the ethics programme.
2. Strict compliance with the Code should result from employee education on the adopted principles.
3. The Company will monitor compliance of decisions and operational methods with the principles adopted in the Code.
4. The aim of the Company is to create a beneficial working climate and opportunities for employees and to frankly explain any issues relating to conduct and decisions regarded as ethically reprehensible.

X. FINAL PROVISIONS

1. The Code of Ethics was implemented by resolution of the Management Board of
2. The provisions of the Code of Ethics apply to all employees of the Enterprise.
3. Any violation of the rules of conduct arising from the Code of Ethics is tantamount to a violation of an employee's fundamental duties.

Bytów, 19.04.2022