

POLONEZ PLUS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

POLONEZ PLUS

CODE OF ETHICS

Building a market economy in Poland entails the need to comply with the principles of ethics and entrepreneurial culture. Polonez Plus recognises the need to strive for honesty and reliability in its business activities. The determinants of success include actions aimed at ensuring high quality of services, reliability towards contractors, employees, the state treasury and the environment, all of which are evidence of our responsible approach to company management. In conditions of high competition, a company cannot function in the long term without a favourable assessment of the environment and without compliance with ethical standards.

Polonez Plus believes that it is necessary to maintain basic ethical values and recognise obligations towards all those interested in the company's activities. Integrity is a prerequisite for the company's stability and success. The company's reputation and trustworthiness is one of the company's greatest assets.


The purpose of this Code is to indicate the basic values that should guide both management and employees throughout the entire operation of our company. We undertake to act not only in accordance with applicable legal norms, principles and professional standards, but also in line with individually attributable values, in particular those that should guide a modern enterprise such as ours.




I. RELATIONS WITH CUSTOMERS

- Polonez Plus is a supplier of valuable services and products that are of good quality, solidly made and safe to use.
- We offer products in accordance with national and international standards.
- We never knowingly provide incomplete information or misleading descriptions regarding the services and products offered.
- Polonez Plus never knowingly hides the harmful effects of its products.
- In advertising and other forms of communication, we avoid providing false, exaggerated or incomplete information.
- To ensure full customer satisfaction, we always provide a high standard of maintenance services for completed investments.
- Our employees do not give customers money or gifts that could be treated as material benefits.
- We avoid practices aimed at increasing sales through any unlawful marketing activities.
- We strictly adhere to our obligations to maintain the confidentiality of proprietary information obtained from customers in the course of our business.





II. RELATIONS WITH EMPLOYEES

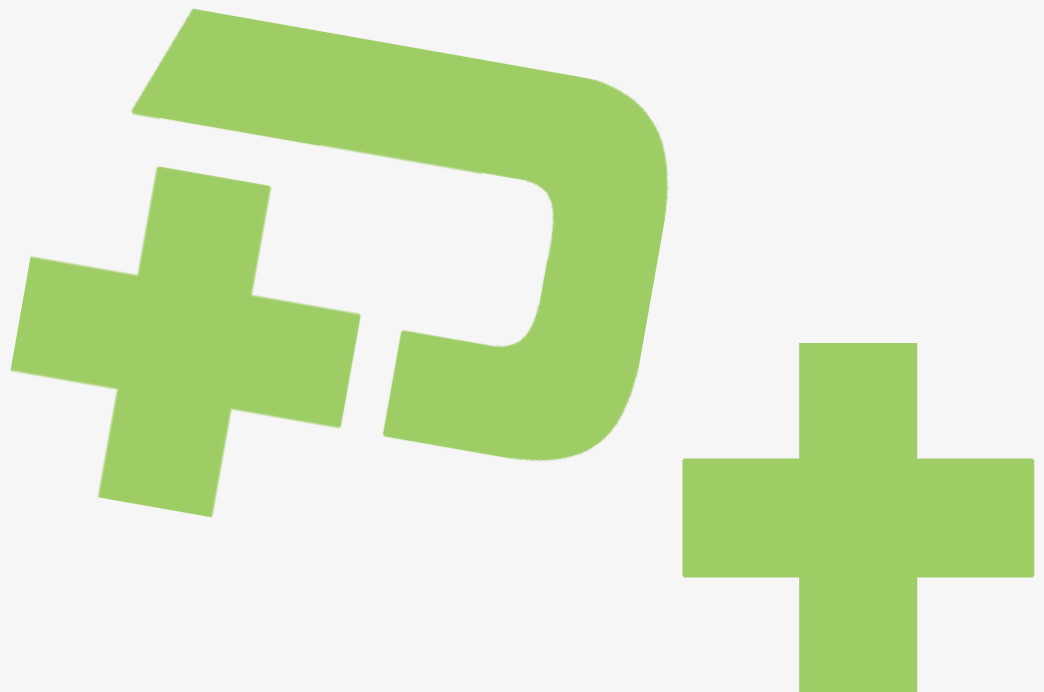
- The relationships between Polonez Plus and its employees are based on respect for their personal dignity.
 - When recruiting and promoting employees, we take into account their qualifications and requirements for a given position. The company's employees are not discriminated against because of race, religion, nationality, skin colour, age, sex, marital status, or disability.
 - We provide stable jobs and reliably inform employees about employment prospects, as evidenced by the average length of service in our company.
 - Through a specialised organisational unit, we provide a clean, healthy and safe working environment in accordance with standards and legal regulations.
 - We oblige our employees to make every effort to avoid accidents and injuries to themselves, their colleagues, and other people.
 - We ensure absolute confidentiality of medical data provided by our employees. The results of periodic medical tests are not and will not be made available to other employees or third parties.
 - With a view to appreciating the efforts of individuals who contribute to the company's development, we apply the rules of a transparent and clear remuneration policy. We structure the rules of the remuneration system in such a way as to take into account the individual contribution of each employee.
 - We help our employees improve their qualifications and support their career development.
 - We reliably inform our employees about the goals of our activities and the tasks assigned to individual job positions.
 - Information obtained from our employees is not and will not be used for any competitive purposes other than that for which it was made available.
 - We do not tolerate any manifestations of sexual harassment or any other forms of mental or physical abuse of employees.
 - We pay special attention to employees who are about to retire.
 - When selecting possible additional employee insurance, we are guided solely by the benefit of the employees. We make every effort to choose the safest offer from the insurance company.
 - We strive to fairly resolve disputes between employees and do everything to resolve these disputes without allowing the conflict to escalate.
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- We ensure the fullest possible communication with each employee. We encourage our employees to inform and consult internally within the teams in which they work.
- We reliably inform our employees about the social security contributions paid and the nature of the contracts concluded. The company will not use non-standard forms of employment in cases prohibited by law.
- If it is necessary to lay off employees, we make every effort to help them find new employment whenever possible.



III. RELATIONS WITH CONTRACTORS


- Relations between our company and contractors should be based on mutual trust.
- We make sure that payment for the service performed or goods delivered is made on time, in accordance with the concluded contract.
- We do not abuse our market position in our relations with contractors.
- We recognise that the acceptance of gifts or other benefits by contractor's employees may cause situations perceived as an attempt to induce them to offer certain benefits to the donor in return. Therefore, we introduce the following rules:
 - do not force anyone to accept a gift,
 - do not gift cash,
 - small reasonable gifts and hospitality may be accepted if they do not create any obligation for the recipient and can be reciprocated to the same extent,
 - inform your superiors about any expensive gift received or any favour rendered in relations with our contractors.
- We treat information about our contractors as confidential data.



IV. RELATIONS WITH COMPETITORS

- We fairly compete with competitors and do not undermine their reputation.
- When dealing with competitors, our employees avoid situations that could allow them to disclose confidential information about our company.
- We do not attempt to obtain competitive information through illegal means. We oppose all attempts to unethically obtain information, such as industrial espionage, employing competitors' employees to obtain secret information from them, or persuading competitors' staff or customers to disclose information.
- We do not use illegal commercial practices.






V. RELATIONS WITH AUTHORITIES AND LOCAL COMMUNITIES

- We strive to be a socially conscious business entity by providing favourable employment opportunities and good working conditions, as well as activities that also benefit the community.
- We take into account the interests of the entire environment, including both national and local interests.
- We support the local community as much as possible. Possible grants and other voluntary initiatives for charitable purposes are granted within the rules established by the Management Board.





VI. NATURAL ENVIRONMENT

- In our activities, we are guided by a high degree of responsibility for the natural environment.
- We protect the environment and use natural resources responsibly.
- We strive to ensure that the production cycle, wastewater management, waste disposal, exhaust emissions and noise are within the set standards.
- We analyse the impact of each new venture on the environment.
- We conduct reviews of the impact of our activities on the environment.
- We pay special attention to animals and plants living in nature.
- We do not test on animals.





VII. BUSINESS AND POLITICS RELATIONS

- The company's activities are carried out with full respect for the law, implemented by democratically appointed local, regional and national authorities.
 - We do not support political activities based on promoting hatred, prejudice and discrimination against specific groups or individuals.
 - Polonez Plus's policy regarding supporting social and political activities is public.
 - We do not treat politicians or representatives of authorities in a particularly privileged way.
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VIII. PUBLIC PROCUREMENT

- When participating in public procurement, we strictly comply with public procurement regulations.
- We do not influence decision-makers by giving them gifts, promising benefits or providing them with financial gratifications.
- We structure our offers so that we can actually implement them.
- We use actual references.
- We do not take actions that discredit our competitors.





IX. INTERNATIONAL BUSINESS ISSUES

- We commit to complying with the laws of other countries and respecting the communities living there.
 - We respect the traditions and culture of each country in which we operate.
 - We act responsibly in the field of international trade, in accordance with international agreements and treaties recognised by Poland.
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X. RESPECT FOR PROPERTY

- We respect the rights of others to their property, with particular emphasis on intellectual property, including economic and personal copyrights, trademarks, inventions, utility models and industrial designs and other intangible assets that were created as a result of the mental effort of their creators and which are protected by national and international laws.
- Being aware of the scale of effort, commitment and sacrifices necessary for an individual to achieve something, we respect all property-related and other rights.



By implementing this Code of Ethics, the Management Board of Polonez Plus also undertakes to monitor the compliance and application of its provisions by the entire organisation, including the Management Board itself.

Strict application of the provisions of the Code of Ethics should be the result of employee education in the scope of the adopted principles, which is also the responsibility of the Management Board.

By adopting this Code of Ethics, Polonez Plus creates a favourable working climate and provides opportunities for employees to clarify any issues regarding behaviour and decisions considered ethically reprehensible.

This Code also introduces non-quantifiable values from the point of view of business processes, the observance of which increases the protection of the interests of shareholders and possible other investors.

From the point of view of the provisions of the Code of Ethics, it is important that we all try to comply with the spirit of the Code, and not only the literal provisions and principles listed herein. The Code serves as an instruction for the organisation, the Management Board, employees and associates, emphasising the most important principles and pointing the way to making good decisions based on proper assessment.

