

Code of conduct

Logman Považan a.s.



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- ▶ The Code of Conduct contains ethical guidelines of Logman Považan. It groups them into four main categories:

- **Human rights and working conditions**

- **Health and safety**

- **Business ethics**

- **Environmental sustainability**

- ▶ The Code of Conduct is a reference guide, and its content provides a quick overview of the covered topics. The guidelines are intended for all employees and stakeholders.

- ▶ In case, there will be questions and problematic situations to which this handbook does not clearly provide an answer, in such situations, you should contact your supervisor or company management for advice and guidance regarding ethics in business. Asking for advice or guidance is always better than endangering the reputation of the company Logman-Považan. Below you will find answers to general questions.

▶ ***Who should follow ethical guidelines?***

- ▶ Everyone who works for Logman-Považan must adhere to our ethical guidelines. This applies equally to employees, managers, consultants, apprentices and students. In addition, if you are a manager, it is your responsibility to ensure that your employees know and understand the guidelines and expectations of Logman Považan regarding fair behaviour.



▶ ***What happens if I violate ethical guidelines?***

- ▶ You must never participate in anything that could damage or discredit the name or reputation of Logman-Považan. You are responsible for your actions, and if you choose to ignore our ethical guidelines, Logman-Považan as a company may terminate your employment contract.

▶ ***What should I do if I have doubts about the guidelines?***

- ▶ If you are in any doubt as to whether you are doing the right thing, you can take the ethics test, which you will find on the next page. If the test does not help you clear any doubts, you should contact your supervisor or contact the company's management.



▶ ***How to report a violation of the guidelines?***

- ▶ If you become aware of circumstances that are not in accordance with ethical guidelines or that could otherwise harm or discredit Logman-Považan, you must act immediately. You should contact your supervisor or the management of the company.

Human rights and working conditions

Discrimination

Logman-Považan respects cultural differences and wants to treat every employee with dignity. We do not tolerate discrimination in the workplace and we want to ensure that employees are not subjected to unfair discrimination. It is important for the development of Logman-Považan that all employees can develop their potential. Discrimination in the workplace eliminates this opportunity.

Employees:

You must not engage in harassment, discrimination, harassment on the grounds of sex, age, nationality, ethnicity, social status, religion, sexual orientation, disability, political opinion, etc. It is also not allowed to talk or behave in any way that creates a hostile work environment.

If you or others are discriminated against, you must intervene or contact your supervisor or the department of human resources.



Management:

You must ensure that all your employees are treated equally and are evaluated based on qualifications and performance.

You must not discriminate against employees, e.g. on grounds of sex, age, nationality, ethnicity, social status, religion, sexual orientation, political opinion, disqualifying physical or mental disability, etc. This applies to all decisions made during the employment and to the conditions of employment.

Employment and the right to privacy

The company Logman-Považan respects employees' right to privacy. This right applies to current employees as well as to the recruitment and employment of new employees. We strive to ensure compliance with existing privacy policies.

Forced labour and working conditions

Logman-Považan does not tolerate forced labour. This includes slavery, human trafficking and all other forms of involuntary work. We respect the right of employees to a healthy balance between working time and rest time and we avoid the systematic application of excessive working hours.

Child labour

Logman-Považan respects the child's rights to development and education and therefore does not tolerate child labour.

Health and safety

Workplace safety

According to the company Logman-Považan, one of the prerequisites for flawless leadership and efficient business is proper and safe working environment where employees can work without being injured or getting sick. The work environment applies to all physical and psychological conditions in the workplace that affect the health and well-being of employees. We work proactively to prevent problems in the work environment, for example by minimizing the usage of substances that could be harmful to humans or the environment.

Employees:

You must be aware of the current working environment and the safety in the workplace.

You must follow the instructions you receive.

You must use the personal protective equipment required to perform your work.

You must not expose yourself or others to unnecessary physical or mental stress.

You must help identify the causes of accidents at work and help prevent their recurrence.

Together you are responsible for creating a positive working atmosphere.



Management:

- You must ensure that all employees receive training and comply with all requirements regarding the work environment and safety.
- You must constantly identify needs for further training that may prove necessary to maintain a high level of safety.
- You must ensure that your employees are always concisely informed about the instructions resulting from accidents and injuries at work, so that they are not repeated.
- You must act in matters that create a negative working atmosphere.

Alcohol and narcotics

Logman-Považan wants to be a healthy and safe workplace. If Logman-Považan suspects that the working environment or safety conditions are neglected due to the consumption of alcohol or narcotics, we have the right to accordingly investigate and take an action.

- You must not consume alcohol or be under the influence of alcohol during working hours, except in the case of celebrations or other similar events that are approved by the company's management.
- You must not store or consume illegal drugs, be under their influence or encourage others to use them during working hours. The only exceptions are properly prescribed and used medicines that do not endanger safety.

Money laundering and tax matters

Logman-Považan does not tolerate money laundering. Money laundering is carried out when money is obtained from illegal activities, including terrorism, and are is spilled over through legal business activities.

All employees:

You must decline any cash payments or checks issued by an unknown third party.

You must avoid transactions that circumvent registration or reporting requirements.

You must avoid transactions that involve countries or areas that are known for money laundering or have a reputation for tax havens (unless the entrepreneur has his main activities in a such place).

You must avoid paying in countries where Logman-Považan has not yet received service, unless there is a good reason to do so and we do not have to hide it.

You must avoid deviations from standards such as insufficient, suspicious or false payment information.

Money from blackmail

Logman-Považan does not pay criminals for protection against violence against people or property vandalism.

All employees:

If you are asked to pay protection racket, you must report this to your supervisor or the management of the company

Gifts and entertainment

In general, gifts in business relationships should be excluded or limited as much as possible. However, in many countries, exchanging gifts is a common business practice and a sign of respect. Customs vary from country to country and the line between what is considered appropriate and inappropriate can be very thin. Large gifts can be considered as an attempt to gain an unjustified advantage or they can influence a decision.

We believe that all our employees will use common sense and judgment when giving or receiving gifts or entertainment and they will never offer gifts to gain a competitive advantage. To ensure transparency and protect Logman-Považan employees from suspicion of bribery, it is necessary to report the value of all gifts.

Presents

Logman-Považan may support local organizations through donations and sponsorships where management agrees that they are relevant to interests of Logman Považan and support our behaviour. Gifts or sponsorships must not give Logman-Považan any undue advantage, that is, benefits that cannot be obtained honestly or legally or may be perceived as bribery.

Environmental sustainability

Production

Economic growth based on socially and environmentally responsible decisions is the way to create long-term and sustainable results. For this reason, if Logman-Považan establishes or relocates production activities, we will ensure that we do so in an environmentally and socially responsible manner with respect to employees, local communities and local people who may be affected by these changes.

Management:

When relocating production areas, you must work to maintain the same standard regarding the environment and health and safety conditions.

When relocating or restructuring, as well as with reduced demand for our products, you must strive to retain qualified employees.



Environmental questions

Logman-Považan works proactively to prevent pollution and to manufacture our products with the lowest energy consumption as possible and the lowest negative impact on the environment as possible. We are committed to continually improve our environmental efforts, promoting environmental responsibility and contributing to the development and diffusion of environmentally friendly technologies.

Employees:

You must take the environment into account in your daily work tasks.

You must follow all environmental instructions you have received.

You must help to identify the causes of environmental accidents and help prevent their recurrence.

You must contribute to saving energy and other resources.

Management:

You must be an example in reducing the impact on the environment, including energy consumption.

You must ensure that your employees receive training and meet environmental requirements.

You must ensure that the activities of Logman Považan do not adversely affect the opportunities for diversified plant and animal life (biodiversity).

