	Code of Conduct	
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This Code of Conduct is based on the values of POLPRODUCT. It constitutes the basis for all business actions and decisions. The code is designed to give a broad and clear understanding of the conduct expected from all our employees, managers, directors and board members everywhere we do business.

The following text will use the term employee for both male and female staff; therefore, any gender-specific terms used therein shall automatically refer to both genders.

POLPRODUCT is committed to conduct its business in an ethical, legal and responsible manner in line with the principles of sustainability, and has therefore established the present Code of Conduct on Social Responsibility which applies to all POLPRODUCT employees. POLPRODUCT also expects its business partners to be in line with the requirements laid down in these policies. Recognized standards such as the Nations Universal Declaration of Human Rights (UDHR) or the International Labour Organisation (ILO) conventions were taken into consideration when preparing this Code.

Legal Compliance

POLPRODUCT and all its employees must adhere to all applicable national and international legal requirements and POLPRODUCT standards pertaining to employment and manufacturing. The company's products must always be designed, produced and presented in an honest and forthright manner that meets the specifications and applicable regulations.

Anti-corruption

No tolerance for corruption. POLPRODUCT undertakes to comply with applicable anti-bribery and anti-corruption laws and regulations as well as internal policies in all its business activities. Gifts and invitations must meet criteria such as economic efficiency, appropriateness, and visibility. Gratuities must under no circumstances

Business secrets and industrial property rights of third parties


Confidential information of any kind (e.g. applied technologies, intellectual property, business, financial, and accounting information, forecasts, business plans, investment projects) obtained in the course of professional activity may only be used exclusively in the interest of POLPRODUCT and not for pursuing one's own or third-party interest. Industrial property rights of third parties must be respected.

Prohibition of discrimination and harassment

All employees are expected to maintain a friendly, objective, fair and respectful behavior toward colleagues and third parties. Any form of discrimination and harassment will not be tolerated. POLPRODUCT shall not introduce any discriminatory practices or engage in such actions. Discrimination means any distinction, exclusion or preference limiting equality of treatment or opportunity of access to employment or occupation, which may be based on colour, sex, sexual orientation, religion, political opinion, age, national, social or ethnic origins, family obligations or similar considerations in this matter.

Compensation and benefits

The company guarantees that no wage is lower than the applicable legal minimum. POLPRODUCT shall not cut or withhold any pay for disciplinary reasons or as condition for employment. Compensations paid to employees shall comply with all applicable salary and wage laws, including those relating to minimum wages, overtime, and legally mandated benefits.

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exceed an appropriate value or be seen or understood as bribery.

Business practices may vary throughout the world. Attention must be given to country-specific practices and customs. Moreover, one should ensure to avoid creating any binding dependence. Any engagement in illegal or illicit activities especially the acceptance and granting of facilitation payments are forbidden and may result in criminal prosecution,

Conflicts of interest

All employees must always separate their private interests from those of the Company. Personnel decisions or business relations to third parties must also be based solely on objective criteria. During the course of business, employees may find themselves in situations in which their personal or economic interests are or could be in conflict with those of POLPRODUCT. In such situations, the employees must act exclusively in the interest of POLPRODUCT. Should a conflict of interest arise or the mere impression of such a conflict be created, employees are obliged to immediately and fully disclose any actual or potential conflicts of interest to their respective superiors without request, and, if necessary, to apply for a special authorization.

Fair competition

POLPRODUCT is unconditionally committed to fair competition, and in particular to compliance with competition and antitrust legislation.

Freedom of association and collective bargaining

POLPRODUCT acknowledges and respects employees' freedom of association and their right to freely and independently choose their representatives, and guarantees that these representatives do not suffer any discrimination. The company also recognizes the employees' right to collective bargaining.

Working hours

POLPRODUCT ensures that applicable legal restrictions on working hours are met. The maximum permitted working hours per week are as defined by applicable law and in accordance with the conventions of the International Labour Organization. Overtime is restricted according to local legal and contractual obligation. Employees shall have at least one day off each week, except for exceptional circumstances and for a limited period of time. The work organization provides for rest breaks as necessary, in order not to risk the safety and health of employees.

Prohibition of child labour

POLPRODUCT does not accept employment of young persons aged under 15, unless permitted by law, but in no case below age 14. If applicable laws set as higher minimum working age or compulsory schooling is above 15, this age limit shall apply. All young employees must be protected from performing any work that is likely to be hazardous or to interfere with the young person's education or that may be harmful to the person's health or his physical, mental, social, spiritual or moral development.

Prohibition of forced labour

POLPRODUCT does not use forced or compulsory labour, meaning all work or service which is exacted from a person under the menace of any penalty and for which the said person has not offered himself voluntarily. The retention of identity documents from personnel upon the commencement of employment is also forbidden.

Health & Safety at work

POLPRODUCT shall make every effort to ensure that the workplace and its environment (machinery, equipment and processes, chemical agents, etc.) do not endanger the physical integrity or health of employees. In addition, employees shall receive training related to safety and health at work. Employees must have guaranteed access to drinking water, sanitary equipment and social areas, which are built and maintained in accordance with applicable legal requirements. The

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Environment

POLPRODUCT is aware of its responsibility for the protection of the environment and is committed to sustainable entrepreneurship in the area of ecology. Procedures and standards for waste management, the handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment shall meet or exceed minimal legal requirements.

Responsibility for implementation

Each employee shall be responsible for compliance with the Code of Conduct and the corporate policies applicable to him or her. All board members, general managers and superiors must organize their areas to ensure compliance with the Code of Conduct, the internal corporate policies and the applicable laws. In line with their duty of loyalty, all employees must immediately report any violations of the Code of Conduct to their respective superiors.

workplace and its environment has to provide for suitable emergency exits, fire protection equipment and proper lighting. Moreover, adequate protection for non-smokers has to be provided