

	<b>CODE OF ETHICS FOR SUPPLIERS</b> <b>ZM "WSK Rzeszów" Sp. z o. o</b>	Edition: 01 01/02/2022
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## **1. General provisions**

When working with our suppliers, we follow the principles of responsible business and sustainable development. We have implemented this Code to support our Suppliers in building awareness and developing ethical practices. It is a set of rules that should be followed by our Suppliers when cooperating with us and in their own supply chain.

When building relationships with partners, we want them to be aware of the values professed and practiced by them, they focus on honest cooperation, guided by the principles of transparency and mutual respect.

We expect our Suppliers to reassure them that they will respect and apply the principles outlined in this Code. Our suppliers should adhere to high ethical standards as well as increase and promote awareness of sustainable development. Suppliers should understand the market trends of ever higher expectations with regard to the continuous improvement of the services and products provided. We believe that our attitude based on ethical cooperation and loyalty will benefit not only us, but our business partners and society.

## **2. WORK STANDARD**

### **Freedom choice of employment**

The supplier does not participate in or derive any financial benefits in the procedure of trafficking in human beings. Any form of forced, compulsory or slave labor is unacceptable. The Supplier's employees provide work only voluntarily. It is unacceptable for the Supplier's employees to perform work in the form of working off debts or any other form of non-voluntary service.

### **Transparency of working time and remuneration**

The working hours of our suppliers must comply with current national regulations. Employees must receive a contract of employment that clearly defines the salary and working hours. Payment of wages must be carried out without delay in accordance with current national legislation in force, taking into account local standards for meeting needs and other expenses by providing income.

### **Safe working conditions**

All the Supplier's employees are able to perform their work in a safe and hygienic way. The supplier respects all applicable regulations regarding employee safety, taking into account the specificity of the industry in which it operates. Workers are adequately protected against biological, physical and chemical hazards. The Supplier's employees have appropriate training and preparation to perform the assigned duties. The supplier analyzes and identifies potentially dangerous situations and threats, prepares action plans for them and, if necessary, takes action. The supplier provides employees with regular OHS training required by law and documents them properly. Carries out ongoing inspections of safe working conditions. Correct safety instructions and procedures and protective measures are being used. The supplier uses the required health and safety markings (location of fire extinguishers, emergency exits). In the event that individual permits or licenses are required to conduct business by the Supplier, all required are met and this is confirmed by relevant documents.

### **Diversity and fair treatment**

The supplier guarantees its employees an open and favorable working environment. The right of every employee to respect, equal treatment and respect for diversity is ensured. Harassment and discrimination in any form, whether verbal, non-verbal or physical, are unacceptable. Employees and associates are given the opportunity to report any incidents and violations related to inappropriate treatment or behavior. In case of receiving signals about possible cases of discrimination or harassment, the Supplier with due diligence investigates all complaints and takes the necessary actions. The Supplier provides equal opportunities to all employees regardless of their race, ethnic origin, age, sex, disability, appearance, gender identity, gender orientation, gender expression or membership in trade unions. Suppliers do not accept and fight any retaliatory actions directed at a person who reports violations or expresses a different view or feature.

### **Freedom of association**

The supplier respects the applicable law on association and non-association and the activities of employees in trade unions. Pursuant to legal regulations, employees have the option of forming or joining a trade union. Suppliers do not take any negative action against persons belonging to or representing a trade union. Unions and works councils are treated with due respect.



### **Prohibition of employing children**

Young people are employed in accordance with the provisions of the labor law in the field of light work or vocational training. The Supplier guarantees that when implementing service, production and distribution processes, it does not use children or minors for work in violation of the provisions of the Labor Code.

## **3. HEALTH AND SAFETY**

### **Occupational Health and Safety**

Suppliers are required to provide their employees and associates with safe working conditions that meet the relevant standards and comply with all industry-specific standards. To this end, suppliers must comply with all applicable health and safety regulations. Suppliers systematically monitor threats and take corrective actions. Regular risk analysis is performed. Employees are provided with individual protection measures (protective equipment, protective clothing), as required, in the appropriate position. Suppliers provide their employees with appropriate health and safety training. Suppliers ensure that the rules on the storage and warehousing of hazardous materials are followed.

### **Waste and emissions**

The supplier ensures that all generated and obtained waste is transported, stored and stored in a way that ensures that it does not cause contamination of the air, soil, groundwater, so as not to cause damage to people and animals, in accordance with applicable regulations. By conducting the business, the Supplier ensures that it meets all environmental standards within the generated emissions. Emissions and amounts of waste are constantly monitored and measured. The supplier tries to rationally and effectively minimize their negative impact on the environment by reducing energy consumption, emissions, etc.

### **Environment**

The supplier is aware of the negative impact of its activities on the natural environment and is not indifferent in this field. The conducted tasks are carried out with respect for the natural environment, in a form that does not violate the ecological balance, and also actively contributes to the reduction of these phenomena. The supplier complies with the current applicable national and international standards, regulations and standards in the field of environmental protection. The supplier guarantees that he does not use substances and materials generally recognized as harmful to the natural environment in his business.

## **4. PROFESSIONAL ETHICS**

### **Principles of ethical conduct**

The Supplier undertakes to act ethically in its daily activities. All legal provisions and rules generally applicable in the business environment are complied with. The supplier carries out activities in view of fair competition, money laundering regulations, and monitors and prevents conflicts of interest. The supplier does not disclose information obtained in the course of cooperation, including confidential business secrets. The supplier promotes an ethical attitude among its business partners and employees. Any form of corrupt behavior is unacceptable. Compliance with anti-corruption laws is an absolute duty of the Supplier, taking into account the supranational anti-corruption regulations in place in all countries of operation.

### **Reporting irregularities**

Suppliers, as far as possible, provide their employees and other persons with the opportunity to report any irregularities and violations through appropriate channels, while maintaining the confidentiality of reporting. Any retaliation against anyone who reports violations is unacceptable. It is forbidden to take any actions that would be hostile to persons providing information about a violation of the law or other applicable regulations.

In the event of becoming aware of a breach of this Code or in case of doubts or questions, suppliers may use the website [www.zmwskrz.com](http://www.zmwskrz.com).

### **Responsibility**

Suppliers are required to comply with applicable laws (domestic as well as international) contracts, generally applicable standards and industry codes.

We expect our suppliers to take steps to determine whether their products contain conflict minerals (e.g. tin, tantalum, gold and tungsten minerals). In this case, we expect the implementation of supply chain due diligence processes to identify the sources of the minerals and to support efforts to combat the use of minerals of such origins that contribute directly or indirectly to the financing of armed groups in the Democratic Republic of Congo or neighboring countries.

Suppliers are required to adhere to and respect the ethical values set out in this Code.

Suppliers are required to pass this Code to subcontractors in order to familiarize them with binding rules and standards.

We provide support to our suppliers in building awareness of good practices and responsible business.

The supplier can be approved by a positive result of the second party audit for compliance with the requirements of sustainable development or on the basis of the completed form "Supplier Self-Assessment Questionnaire - Code of Ethics" (Appendix No. 1).

*Member of the  
Management Board  
Production Director*

  
Marek Cynk

*Member of the  
Management Board  
Financial Director*

  
Maciej Perenc

*President of the  
Management Board  
Plant Director*

  
Władysław Jasiezek



**SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE**  
**ZM "WSK Rzeszów" Sp. z o. o**

**SUPPLIER:**.....  
.....

**ADDRESS:** .....

**CONTACT DETAILS:** .....  
(name, surname, telephone number)

**OFFERED MATERIALS / PRODUCTS / SERVICES**

.....  
.....

**SUPPLIER'S REPRESENTATIVES**

.....  
.....

(name, surname, position, signature)

**COMPLETING QUESTIONNAIRE:**

.....

(name, surname, position, date, signature)

No.	ELEMENT OF A SUSTAINABLE DEVELOPMENT SYSTEM	Yes	Not	Remarks/ Reference document
1	Does the supplier have defined and defined corporate responsibility goals and sustainable development, together with performance measures, in the form of a policy, strategy, declaration or other binding document.			
2	Does the supplier base its daily activities on ethical and responsible attitudes towards stakeholders, including: employees, customers, business partners and local communities.			
3	Whether the supplier does not allow modern slavery (slavery, forced, compulsory or slave labor, slavery or human trafficking).			
4	Does the supplier ensure equal access to decent working conditions, regardless of the form of employment permitted by the regulations in the country of operation?			
5	Does the supplier provide employees with the possibility of training regardless of legally protected characteristics, such as: gender, age, religion, nationality, worldview, disability or position held?			
6	Does the supplier provide its employees with fair wages, benefits and working hours that meet at least legal or industry standards.			
7	Does the supplier manage employees and the workplace in a responsible manner (e.g. ensuring the development of employees' competences, care for safety in the workplace, balance between professional and private life of employees, etc.), defines its goals in this area and appreciates the contribution of each employee to the functioning of its companies.			
8	Does the supplier treat everyone fairly, with respect and dignity. She builds relations with co-workers based on professionalism, mutual help and the highest ethical standards.			
9	Does the supplier respect diversity, different opinions and perspectives? It builds a friendly work environment that favors the achievement of individual and common goals. In case of difficulties or making mistakes, promotes support and dialogue.			
10	Does the supplier accept all forms of disrespect and irregularities in the work environment, in particular mobbing, discrimination and harassment?			
11	Does the supplier respect the right of workers to form and join trade unions of their choice and to bargain collectively without fear of retaliation.			
12	Does the supplier tolerate any cases of child labor (people under 15) and provides special safeguards for young workers (people under 18 and above the statutory minimum working age).			
13	Does the supplier implement safety standards and good practices that prevent accidents, breakdowns, fires and other crisis events?			
14	Does the supplier ensure proper management of the generated waste, including cooperation with authorized recipients of the generated waste in order to minimize the risk of the negative impact of waste on the condition of the natural environment.			
15	Does the supplier monitor, minimize emissions to air, water and soil			
16	In the case of handling substances (materials, preparations and products) that have been classified as hazardous to the environment, does the supplier ensure their safe acquisition, labeling, handling, transportation, storage, recycling and / or disposal?			
17	Does the supplier strive to reduce the consumption of raw materials and natural resources, including water, and to manage them rationally?			
18	Does the supplier comply with all legal regulations regarding waste management and strive to minimize the generation of waste related to the conducted activity.			



