

## **CODE OF CONDUCT**

### **1. INTRODUCTION**

The overriding purpose of KANEX is development of the organization by designing, producing and offering technologically advanced products of superior quality. As long as we can exert any influence, we accept the responsibility for our actions and we want to meet our obligations related to the community and environment and to our employees and business partners.

We are proud of our opinion of responsible and trustworthy business partner and that is why we have undertaken to do business in a fair and lawful manner to ensure each partner and employee due respect and esteem.

Notwithstanding locally respected values, business principles or other valid rules of conduct, this Code contains principles to be complied with and applied in everyday work by each employee of the Company.

KANEX with full awareness undertakes to respect the existing law of the Republic of Poland and provisions of the UN Universal Declaration of Human Rights and will enforce their application by its employees.

### **2. PRINCIPLES OF DOING BUSINESS**

#### **LAW ENFORCEMENT AND ETHICS**

KANEX undertakes to comply with the law in force in Poland, as well as laws of countries of our Customers, including legal standards in the area of our activity.

#### **ORIENTATION ON THE CUSTOMER AND BUSINESS PARTNERS**

The success of the organization is possible thanks to our Customers and that is why we undertake to treat them honestly and openly, with full professionalism and showing our support.

#### **HONEST AND OPEN COMPETITION**

KANEX undertakes to do business in accordance with national and international principles of competition. All employees of the Company undertake to obey ethical standards and to comply with laws protecting fair competition. The organization does not tolerate any activities breaking the principles of fair competition.

#### **BAN ON COMPETITIVE ACTION**

When employed in KANEX, all employees are banned from conducting any competitive actions in businesses identical with those run by KANEX.

#### **FRAUD PREVENTION**

KANEX undertakes to work honestly, in compliance with all standards of reliability, without abuse or theft of material or intellectual property. KANEX employees are forbidden to accept or apply for benefits related with the performed function and scope of responsibilities, as well as to mislead anybody with the intent of obtaining benefit in a manner not intended by KANEX.

#### **AVOIDING CONFLICT OF INTERESTS**

Employees of KANEX are obliged to avoid any impact of personal interests and relations on the impartiality of their decisions, and to ensure their compliance with the best interests of the company.

#### **HONEST BOOKKEEPING AND FINANCIAL RECORDS**

KANEX commits itself to diligent registration and keeping of all the books, registers, reports, accounts and financial accounts.

#### **CONFIDENTIALITY OF INFORMATION**

KANEX undertakes to keep the confidentiality of information entrusted by the Customer during the cooperation. The organization ensures the highest level of data protection, especially financial data, technical specifications of products, marketing and sales strategies, purchase prices and commercial conditions with the contractors.

In order to keep the information safe, employees sign relevant statements and clauses, and the access to data is limited for unauthorized persons.

### **SELECTION OF CONTRACTORS AND COOPERATION**

KANEX undertakes to select contractors on the basis of objective criteria such as: product quality, commercial terms, keeping deadlines and reliability of supplies. Contractors should respect and comply with the standards laid down in this Code of Conduct.

### **3. RESPONSIBILITY AT WORK**

Each KANEX employee undertakes to perform their duties in accordance with defined principles of conduct, as well as the interest of KANEX, and not to abuse the assets and intellectual property of the Company for private purposes.

Each employee should be aware that he/she participates in creating the image of the Company and not to damage the reputation of KANEX.

### **SAFE WORK ENVIRONMENT**

KANEX attempts to create an accident-free, safe and healthy work environment and at the same time obliges all employees to comply with the instructions of occupational hazard and work safety principles.

KANEX guarantees work in a culture free from discrimination and intolerance notwithstanding race, skin colour, nationality, faith, beliefs, social and financial status or other features especially distinctive for a person. Employment in KANEX is based on individual skills and qualifications connected directly with the job.

KANEX complies with employee rights, especially the right for legal employment and equal chances for employees as regards promotion, remuneration, access to information and development. KANEX absolutely complies with the ban on employing children and juveniles.

KANEX continues to work on standards regarding the manufacture and quality of products and their impact on natural environment. Production is supervised by an in-house, well furnished research laboratory. Manufactured elements are also checked by external laboratories.

### **4. INFORMATION ON INFRINGEMENTS**

**KANEX CODE OF CONDUCT** contains principles to be followed by all employees. If you have witnessed an infringement of the Code, you can send a notification to the e-mail address: [conduct@kanex.com.pl](mailto:conduct@kanex.com.pl).