Corporate Social Responsibility
CSR

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We Can Shape It

1. Purpose and Scope

The purpose of this internal regulation is to introduce general methods and principles of corporate social responsibility. This directive describes the main points of personal conduct and behaviour, defines moral and ethical rules in the Company in order to ensure a pleasant work environment, including high-standard interpersonal and business relationships that will lead to employee satisfaction and proper progress of the Company.

2. Terms, Definitions, Abbreviations

Stakeholder – Business partner, including any individual or institution having to do with the organisation, such as employee, customer, supplier, owner etc.
HR – Human Resources department
ZP – Labour Code of the Czech Republic

3. Applicability

This internal regulation applies to all stakeholders, that is to all Company employees, including management, and other business partners.

4. Responsibilities

Every stakeholder is responsible for compliance with this internal regulation. The company management and its individual members create an environment supporting compliance with this directive. While the directive updates are the responsibility of its issuer, a proposal for amendment may be submitted by any Company employee.

5. Corporate Social Responsibility

The subject hereof is to associate all areas falling within the CSR scope. The individual areas describe how the company tries to achieve excellent and sustainable results, relationships, innovations, and performance. People and the environment represent the vital industrial resources and that is why the Company adheres to sustainable development standards in these areas – i.e. business ethics, working conditions and the environment – but not only there.

5.1. Business Ethics

The company boasts of its sustainable and successful business activities and transparent business practices. The company works honestly and justly across its supply chain in compliance with local legislation and internal bylaws such as Anti-Bribery Policy, Business Date Protection Agreements, Non-Disclosure Agreements with customers, and Code of Conduct.

- **Compliance with legal, moral and ethical rules**. Everybody shall take utmost care to observe both legal and moral and ethical rules based on the principles of decent and honest behaviour, mutual esteem and respect for others and on the effort to prevent any potential conflict. In doing so, it is necessary to observe the hierarchy set for the corporate governance purposes.

- **Company reputation.** Everybody shall strive to build, maintain, and protect the Company´s good reputation, above all by proper and exemplary conduct inside and outside the Company.

- **Development and innovations**. Everybody can contribute to the Company´s progress, which is mainly achieved through effective and innovative solutions. The aim of the Company is to bring solutions that are not only effective and innovative, but also sustainable, helpful in keeping the

Company competitiveness and with it continuing development of employment opportunities in the Company. That is why every employee should strive at such solutions according to the nature of activity performed for the Company.

- **Non-disclosure and business secret protection.** Everybody shall keep confidential Company´s customer, supplier, business partner and contractual relationship data, data of in-house manufacturing and technological procedures, results of commercial and technical negotiations, prices, any other facts relevant for competitiveness, and insider information that is not part of public domain, except for cases where disclosure is required by the nature of the negotiation and is in favour of the Company. Employees shall take all necessary measures to protect such proprietary information and facts against inadvertent publication, disclosure or alienation by their action or neglect.

- **Conflict of interest.** Everybody shall take care to prevent every possibility of development of a conflict between their private interest and the interest of the Company. Where a conflict of interest is inevitable the employee shall inform the Company management without delay.

- **Corruptive activity.** Everybody shall strive to prevent any potential corruptive activity of themselves as well as of their counterparties negotiated with in the name of the Company. Absolutely unacceptable is any corruptive activity, whether on the side of the recipient or the provider of a bribe. Corruptive activity or bribe is any supply or promise of supply bringing personal benefit to the recipient or its family or close friend or an individual bound to them in any way, to the detriment of the Company, its customers, suppliers of business partners. More details are provided in Enclosure 2.

5.2. Working Conditions

The Company strictly observes Act no 262/2006 Coll., the Labour Code, and the Employment Act no 435/2004 Coll., as amended, and the related legislation and regulations. More details are provided in Enclosure 1.

In excess of what is required by the Labour Code, the Company provides employee benefits described in the “Benefits” executive guideline. Wages and compensations are described in the Company Work Rules and the Collective Agreement.

- **Respect to human rights.** The Company respects human rights and supports their protection, and adheres to the basic rights, such as the right to freedom of association, collective bargaining or cancellation of forced work etc.

- **Discrimination and harassment.** Any discrimination and harassment, whether inside or outside the Company, and whether based on race, gender, age, religion, physical or mental handicap etc. are strictly prohibited.

- **Gender Policy** is based on the principles of equal opportunity, fair treatment, and respect for all employees, irrespective of their sex, gender identity, or family circumstances. The company ensures equal access to employment opportunities, remuneration, training, career advancement, and leadership positions for all employees, while also promoting work-life balance. Decisions concerning employment matters are based solely on qualifications, job performance, capabilities, and the requirements of the particular position.

- **Child work.** Any use of child or teenage work is prohibited.
- **Forced labour or Modern slavery**. Any work exhibiting the characteristics of forced labour or modern-day slavery is completely unacceptable.
  Forced labour means any work or service that is required of a person under the threat of punishment or other harm and that the person does not perform genuinely voluntarily.
  Modern slavery refers to a situation in which a person is subjected to exploitation through violence, threats, coercion, deception, indebtedness, or the abuse of their vulnerable position, and is unable to freely refuse or leave that situation.
- **Personal data protection.** Everybody shall protect their own personal data and personal data of others within the Company. Whoever receives and have to deal with personal data of other persons shall limit its use to the legislatively permitted scope and protect it against inadvertent publication, disclosure or alienation by their act or omission. Where needed, such person shall be liable to obtain consent of the data subject with the use of their personal data.
- **OHS area** is covered in the Code of Conduct and the corporate bylaw titled Process Management of BOZP.
- **Employee complaints** – Employees shall submit their complaints to their direct supervisor or the HR manager. Supervisor-related complaints shall be communicated directly to the HR manager.

5.3. Sustainable Development

The Company takes responsibility for its environmental impact across its supply chain and acts with the aim to reduce its carbon footprint. All products manufactured within its supply chain comply with the environmental standards of development, distribution, manufacture, use and recycling, and the same also applies to all materials used. The environmental area is covered by the Environmental Management process.

Every employee shall act for the Company with environment protection in mind and shall strive to minimise negative environmental impact of their own and the Company´s activities. For that purpose, everybody shall strive for maximum utilisation of all materials and resources, minimisation of waste generation and effective use of energy and waste disposal.

6. Periodic CSR Assessment

The Company assesses its CSR standards annually. The assessment is included in the Management Review reports. Selected KPIs are reported monthly at management meetings. The Company reports towards third-party organisations via the Ecovadis, CDP portals and others.

7. CSR Violations

Any potential violation of this directive shall be considered breach of employment liability with the effect of a rise of the Company´s legitimate interest in termination of employment of or collaboration with the violator, whatever business relationship the violator is with the company, whether employment, supplier, contractor, or another.

8. Final Provisions

This directive becomes effective as of 15 May 2025.

8. Enclosures

Enclosure 1 – Code of Conduct

Enclosure 2 – Anti-Bribery Policy