

Purpose and scope of the document

Addit Sp. z o.o is one of the largest European manufacturers of metal components and finished sheet metal products. The activities of Addit Sp. z o.o are conducted in accordance with the highest standards of business operation, in accordance with the principles of corporate governance and this Code.

This Code defines the core values that guide the organization in its daily operations and in its dealings with all stakeholders. Through these values, we jointly build trust among business partners and employees.

The Code of Conduct applies to all employees of Addit Sp. z o.o, regardless of their position, job title, form of employment, place of work or type of tasks performed.

Each employee of Addit Sp. z o.o is required to read this Code of Conduct and sign a statement confirming the fact of familiarization. The signed statement is forwarded to the HR department for archiving.

Values

The following values guide us in our daily activities:

- interaction and team,
- trust and honesty,
- ethics and respect,
- knowledge and experience.

Business should benefit all stakeholders, local communities and the environment. Only in this way does the company ensure sustainability and stability for itself and the environment.

Environmental protection

In fulfilling its mission, Addit Sp. z o.o integrates its current and planned economic and social activities with environmental protection activities in order to preserve it for present and future generations.

The area in which we operate is located in Natura 2000 sites, so it is important for us to operate in harmony with the environment. We value transparency and therefore share all information in this area with our business partners and supervisory authorities.

We have implemented an environmental management system (ISO 14001) in our company and are committed to protecting the environment and minimizing our negative impact.

We conduct our activities in a responsible manner with the highest possible environmental neutrality of production and service processes, storage and distribution processes and, segregation and disposal of waste. We take great care to introduce new technologies and processes that minimize the negative impact on the environment.

We take care of the rational and economical use of resources and raw materials, e.g. water, electricity, paper. We apply the principles of recycling and closed circulation. We care about the energy efficiency of our production processes and our buildings.

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Employees

At Addit Sp. z o.o we respect and uphold human rights as described in the UN Universal Declaration of Human Rights. We are a member of the UN Global Compact and implement responsible business measures in our daily work.

We respect the dignity, privacy and personal rights of every employee. We provide free access to organizations and associations that express respect and tolerance for human beings and the protection of the environment.

We apply transparent procedures for hiring employees.

We do not force anyone to work against their will. We do not employ people under the age of 16. The work of young employees is regulated in our Work Regulations. We comply with the legal working hours and respect our employees' need for rest in accordance with the "work life balance" principle.

We comply with current legal regulations regarding minimum wages and equal pay.

Every employee has the same opportunities for professional development within their position or area of competence. Employees are encouraged to self-development and to share their knowledge and professional experience with other employees of Addit Sp. z o.o

Any discrimination, direct or indirect, is unacceptable. Any form of harassment, mobbing or bullying is not acceptable at Addit Sp. z o.o

One of the key areas is the safety of our employees. All issues related to this are governed by the Health and Safety Policy. In our operations, we are guided primarily by personal safety and the safety of the entire team.

We regularly provide training for our employees to raise their awareness of health and safety at work. Each of us is personally responsible for safety, health and the environment in the workplace.

We object to coming to work under the influence of alcohol or other drugs and categorically prohibit their use in the workplace.

Social activities

At Addit Sp. z o.o, one of our core values is building lasting relationships. It is precisely such relationships that we strive to build with local communities.

We approach all initiatives that are presented to us with openness, and we actively participate in their implementation, e.g. charitable campaigns, we support activities such as in sports and fishing clubs, and we promote a healthy lifestyle among our employees by organizing an annual holiday sports challenge.

We also work with local vocational schools and universities by offer internship and apprenticeship programs to pupils and students. We actively participate in the life of our local community by visiting educational institutions and inviting representatives of schools, kindergartens and local authorities.

Cooperation

We operate an open information policy, providing opportunities for employees to raise any concerns relating to employment, safety and working conditions. We ensure clear, understandable communication, which is based on honesty and the full exchange of information between employees.

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We emphasize teamwork and the sharing of knowledge and experience. Through knowledge transfer and experience sharing programs between specialists and junior staff, we create career development paths.

While realizing teamwork, we respect individual initiatives by creating the conditions for their development.

Conflict of interest

Addit Sp. z o.o employees are obliged to avoid situations that may lead to a conflict of interest, understood as a conflict between the employee's official duty and private interests.

Addit Sp. z o.o employees should also avoid situations in which personal interests may improperly influence the performance of their official duties.

We should not use our position at Addit Sp. z o.o for personal gain or to benefit our family members or relatives. We do not tolerate any form of nepotism or cronyism at Addit Sp. z o.o

Business operations

We conduct our business by respecting local, state and international laws. As a result, we are seen as a reliable and stable business partner.

When dealing with clients, we follow the principles of professional ethics, act loyally and respect each party.

Before signing cooperation documents, we check whether the terms and conditions contained therein do not carry the risk of their default, coming into conflict with the law or standards adopted in Addit Sp. z o.o .

We do not agree to deviate from accepted standards in order to meet the expectations of stakeholders. We also oppose behavior that balances on the edge of the law. As a business organization, we are politically neutral and do not engage in any form of politically tinged activity, including lobbying practices.

Our goal is to build a sustainable business.

We expect our business partners to adhere to international standards of business ethics and anti-corruption policies.

As Addit Sp. z o.o . we are based on a zero-tolerance approach to corruption and bribery. Understanding the threat of corruption is a strategic element of company security for us. We conduct periodic training for employees at every level on how to build proper relations with business partners and protect the company from the risk of corruption.

At Addit Sp z o.o, we accept and also give gifts ourselves as part of customary and legal business practices while taking into account the practices of our business partners. All promotional gadgets, souvenirs, or other gifts are the property of the Employer and are donated to charity or donated to a company raffle.

Suppliers

When selecting suppliers, we are guided not only by price, quality and timeliness, but also by the supplier's attitude to the values of sustainable development, including conducting business with respect for the environment and its resources, respecting human rights and ensuring proper working conditions for employees. We evaluate our key suppliers once a year, at which time we adopt similar criteria.

We explain and popularize the values of a socially responsible supply chain and support their activities in every possible way.

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In our daily work with suppliers, we are guided by the principles and values of our Code of Conduct while taking care of the economic sphere of our business, which is, among other things, to prevent the occurrence of payment delays.

Competition protection

Addit Sp. z o. o. complies with antitrust laws and standards of good business practice. We do not tolerate behavior that interferes with the development of free competition, restricting the ability to freely pursue economic interests in the free market.

We treat our competitors with respect and dignity. We respect intellectual property rights and respect the trade secrets of our partners and competitors. We abide by internal norms that regulate standards for communicating with competitors on marketing, sales issues, pricing, market selection, etc.

Security of information and personal data

At Addit Sp. z o.o, we take special care to ensure the security of information related to our business and that of all our business partners.

Each of our employees is obliged to maintain company secrecy and protect confidential information concerning Addit Sp. z o.o as well as all business partners.

We protect know how and patent law information belonging to the company and third parties, i.e. customers, suppliers, other business partners.

Personal data concerning our employees, customers, suppliers are processed in a manner that ensures compliance with the laws governing the protection of personal data.

To this end, we have written and apply a Security Policy for the processing of personal data.

Responsibilities of management and employees

As management, we are directly responsible for creating an organizational culture and promoting the values and principles contained in Addit's Code of Conduct among employees, business partners and the local community. We are committed to complying with the law and applying fair practices in business as well as to every employee.

In areas directly affecting employees, we conduct internal employee consultations. We care about our employees' opinions and want everyone to have an impact on building our company.

As employees of Addit Sp. z o.o, we are obligated to strictly comply with applicable laws and norms adopted by the organization, including the Work Regulations and the Salary Regulations. We are responsible for maintaining and promoting a positive image of the company both in the course of our duties and outside the workplace.

We perform our professional duties with respect, due diligence and integrity. We help each other, support each other and take care of good relations within the company. We make every effort to develop professional competence.

As an entire organization, we do not agree to destroy the good name of Addit Sp. z o.o through the dissemination of false information, unfounded criticism and violation of the values adopted by this Code of Conduct.

Questions and consultations

In order for employees to understand the enshrined values and principles of the Addit Sp. z o.o Code of Conduct, the provisions of the Code were presented and consulted with representatives of the workforce.

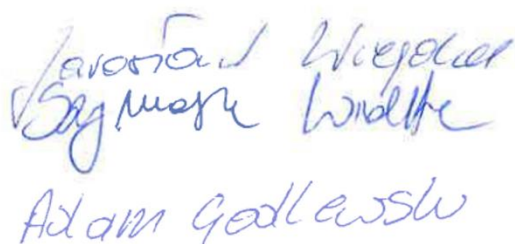
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The Addit Sp. z o.o Code of Conduct document was published on the Addit Sp. z o.o website and on the company's SAP Jam platform.

In case of any questions, doubts or need for consultation, any Addit Sp. z o.o employee and outsider will be able to report to the Code of Conduct consultant appointed by the company and announced on the website and SAP Jam platform.

In ambiguous situations that carry the risk of violating laws or accepted norms, the organization consults with cooperating law firms.

Any action against the accepted values and standards of Addit's Code of Conduct should be reported to Addit's Code of Conduct consultant, i.e. the Manager HR, and in case of culpable action will face adequate consequences, including legal ones.



Employees' representatives

- Wioletta Szymańska
- Jarostaw Wielędek
- Adam Godlewski



Managing Director Addit Sp. z o.o
Marcin Dominik

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