



# CODE OF CONDUCT

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## Introduction and Legal Requirements

In order to ensure responsible corporate governance in the area of basic human rights, labor standards, environmental management and anti-corruption in the workplace, POLMIX has established a Code of Conduct (hereinafter referred to as the "Code"). The Code can be summarized with the following three statements:

*Honesty* – We are honest to ourselves and to our stakeholders.

We conduct business in a correct manner, the customer can always rely on the information we provide and neither our managers nor our other employees conceal the facts but have the courage to be forthright and unambiguous.

*Respect* – We respect each other, both privately and professionally.

Everyone's viewpoint is valued, but once a decision has been made, everyone stands behind and supports that decision. People can hold differing viewpoints while simultaneously respecting each other and working constructively towards a given goal.

*Trust* – We trust each other and behave in a manner that generates the trust of others. Everyone supports POLMIX and the company's Core Values as the basis for powerful development. We do what we say we will do, thus creating an environment in which we all together are striving forward.

The general rule of POLMIX is that all parties shall comply with national and all other applicable laws, prevailing industry standards and other requirements to which the company subscribes, as well as with this Code.

When laws, industry standards, requirements and this Code address the same issue, the provision most favorable to workers shall apply.

It is important to understand that our requirements may not be limited to the requirements of the national law.

## **Social Responsibility Practices**

### **Freedom of Association and Right to Collective Bargaining**

POLMIX seeks to implement internationally recognized standards, e.g., ILO Conventions, without violating national legislation. It shall ensure that its employees and representatives including temporary (agency) workers may openly express themselves in their company concerning matters related to their working conditions.

### **Child Labour**

Child labour is strictly prohibited. "Child labour" means the definition of ILO-IPEC and of Article 32 of the United Nations Convention on the Rights of the Child (UNCRC).

### **Diversity and Non-Discrimination**

POLMIX prohibits and fights negative discrimination based on race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status, and shall promote diversity, equality of opportunity or treatment in employment and occupation. POLMIX treats all employees with respect do not use corporal punishment, mental or physical coercion, any form of abuse or harassment or threat of such treatment.

### **Remuneration**

POLMIX provides remuneration according to national legal standard on minimum wage and avoid any wage deductions as disciplinary measure.

### **Working Hours**

Working hours, including overtime, comply with applicable local laws.

## **Health and Safety**

POLMIX provides its workers with a safe and healthy workplace and should implement effective programs to – where necessary - improve the working environment.

POLMIX provides adequate and regular training to ensure that workers are educated on health and safety issues. This includes provision and instructions to use appropriate personal protective equipment.

## **Environmental Responsibility Practices**

### **Environmental Protection**

POLMIX takes a precautionary approach towards environmental challenges (e.g., climate change, biodiversity, etc.), undertakes initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.

POLMIX acts in accordance with relevant local and internationally recognized environmental standards and applicable local laws.

### **Natural Resources and Waste Management**

POLMIX limits its use of materials and resources, including water, when sourcing or producing goods in order to minimize its environmental impact.

The waste produced by all its activities is identified, monitored and managed. POLMIX strives to reduce the waste. Waste treatment is in accordance with applicable environmental laws.

## **Prohibited Business Practices**

### **Anti-Corruption**

POLMIX refrains from any form of corruption or actions that could potentially be construed as such.

POLMIX do not offer, promise or grant illegal benefits to national or international public officials or decision-makers operating in the private sector in order to achieve a preferential treatment or a favorable decision; same applies when dealing with donations, gifts or invitations to business meals and events.

POLMIX avoids conflicts of interest that may lead to risks of corruption.

POLMIX undertakes, and requires its directors, officers, employees, suppliers, affiliates, Subcontractors and each respective representative.

### **Competition**

POLMIX respects the rules of free and fair competition in all business relation, in particular not act against any competition and/or antitrust law.

### **Fraud**

POLMIX does not accept fraud in any form.

### **Political engagement**

POLMIX maintains a neutral position with regards to political parties and neither the POLMIX company name nor the assets of the POLMIX may be used to favor political interests.

### **Government investigations**

POLMIX cooperates with any appropriate government investigation.

## **Money Laundering**

POLMIX takes all measures to prevent money laundering within its sphere of influence.

## **Data Security and Data Protection**

POLMIX adheres to all applicable data protection laws and all specific data protection and security requirements.