

Code of conduct

Logman Považan a.s.

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- ▶ Responsible production
- ▶ Environmental protection and resource efficiency
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- ▶ The Code of Conduct contains ethical guidelines of Logman Považan. It groups them into four main categories:

- **Human rights and working conditions**

- This includes fair wages and benefits, ethical recruitment, freedom of association and collective bargaining, respect for land, forest and water rights, prevention of forced eviction, and responsible use of private or public security forces.

- **Health and safety**

- **Business ethics**

- **Environmental sustainability**

- ▶ The Code of Conduct is a reference guide, and its content provides a quick overview of the covered topics. The guidelines are intended for all employees and stakeholders.
- ▶ In case, there will be questions and problematic situations to which this handbook does not clearly provide an answer, in such situations, you should contact your supervisor or company management for advice and guidance regarding ethics in business. Asking for advice or guidance is always better than endangering the reputation of the company Logman-Považan. Below you will find answers to general questions.

▶ ***Who should follow ethical guidelines?***

- ▶ Everyone who works for Logman-Považan must adhere to our ethical guidelines. This applies equally to employees, managers, consultants, apprentices and students. In addition, if you are a manager, it is your responsibility to ensure that your employees know and understand the guidelines and expectations of Logman Považan regarding fair behaviour.



▶ ***What happens if I violate ethical guidelines?***

- ▶ You must never participate in anything that could damage or discredit the name or reputation of Logman-Považan. You are responsible for your actions, and if you choose to ignore our ethical guidelines, Logman-Považan as a company may terminate your employment contract.

▶ ***What should I do if I have doubts about the guidelines?***

- ▶ If you are in any doubt as to whether you are doing the right thing, you can take the ethics test, which you will find on the next page. If the test does not help you clear any doubts, you should contact your supervisor or contact the company's management.



▶ ***How to report a violation of the guidelines?***

- ▶ If you become aware of circumstances that are not in accordance with ethical guidelines or that could otherwise harm or discredit Logman-Považan, you must act immediately. You should contact your supervisor or the management of the company.

Human rights and working conditions

Discrimination

Logman-Považan respects cultural differences and wants to treat every employee with dignity. We do not tolerate discrimination in the workplace and we want to ensure that employees are not subjected to unfair discrimination. It is important for the development of Logman-Považan that all employees can develop their potential. Discrimination in the workplace eliminates this opportunity.

Employees:

You must not engage in harassment, discrimination, harassment on the grounds of sex, age, nationality, ethnicity, social status, religion, sexual orientation, disability, political opinion, etc. It is also not allowed to talk or behave in any way that creates a hostile work environment.

If you or others are discriminated against, you must intervene or contact your supervisor or the department of human resources.



Management:

You must ensure that all your employees are treated equally and are evaluated based on qualifications and performance.

You must not discriminate against employees, e.g. on grounds of sex, age, nationality, ethnicity, social status, religion, sexual orientation, political opinion, disqualifying physical or mental disability, etc. This applies to all decisions made during the employment and to the conditions of employment.

Employment and the right to privacy

The company Logman-Považan respects employees' right to privacy. This right applies to current employees as well as to the recruitment and employment of new employees. We strive to ensure compliance with existing privacy policies.

Forced labour and working conditions

Logman-Považan does not tolerate forced labour. This includes slavery, human trafficking and all other forms of involuntary work. We respect the right of employees to a healthy balance between working time and rest time and we avoid the systematic application of excessive working hours.

Child labour

Logman-Považan respects the child's rights to development and education and therefore does not tolerate child labour.

Wages and Benefits

Logman-Považan is committed to fair and lawful remuneration of employees. Employees shall receive wages and benefits in accordance with applicable laws, collective agreements and employment contracts. Compensation shall be paid regularly, accurately and on time.

The company respects legal requirements concerning minimum wages, overtime compensation, working hours, paid leave and other statutory benefits.

Employees shall receive clear information about their wages, deductions and applicable benefits. Unlawful or unauthorized deductions from wages are prohibited.

Ethical Recruitment

Logman-Považan is committed to fair, transparent and ethical recruitment practices. Recruitment and employment decisions are based on qualifications, skills, experience and the requirements of the position, without discrimination or unfair treatment. The company does not tolerate recruitment practices involving forced labour, human trafficking, deception, coercion or the charging of inappropriate recruitment fees to workers.

Employees shall receive clear and understandable information about the terms and conditions of employment before starting work. Personal identification documents shall not be unlawfully withheld or retained.

Freedom of Association and Collective Bargaining

Logman-Považan respects the right of employees to freedom of association and collective bargaining in accordance with applicable laws.

Employees are free to join, establish or not join trade unions or other employee organizations of their choice without fear of discrimination, intimidation, harassment or retaliation.

The company respects employees' right to elect representatives and to engage in lawful collective bargaining.

Employee representatives shall be able to perform their legitimate functions without discrimination or unfair disadvantage.

Land, Forest and Water Rights and Prevention of Forced Eviction

Logman-Považan respects legitimate land, forest and water rights of individuals, local communities and other stakeholders.

The company does not tolerate forced or unlawful eviction, unlawful seizure of land or activities that result in the loss of housing, land, access to water or livelihoods without due process.

Where company activities could affect land, forest or water rights, applicable legal requirements regarding consultation, participation, compensation and protection of affected persons shall be respected.

Logman-Považan expects its business partners and suppliers to follow the same principles and to avoid activities that violate legitimate land, forest or water rights.

Health and safety

Workplace safety

According to the company Logman-Považan, one of the prerequisites for flawless leadership and efficient business is proper and safe working environment where employees can work without being injured or getting sick. The work environment applies to all physical and psychological conditions in the workplace that affect the health and well-being of employees. We work proactively to prevent problems in the work environment, for example by minimizing the usage of substances that could be harmful to humans or the environment.

Employees:

You must be aware of the current working environment and the safety in the workplace.

You must follow the instructions you receive.

You must use the personal protective equipment required to perform your work.

You must not expose yourself or others to unnecessary physical or mental stress.

You must help identify the causes of accidents at work and help prevent their recurrence.

Together you are responsible for creating a positive working atmosphere.



WORKPLACE
HEALTH
AND
SAFETY

Management:

- You must ensure that all employees receive training and comply with all requirements regarding the work environment and safety.
- You must constantly identify needs for further training that may prove necessary to maintain a high level of safety.
- You must ensure that your employees are always concisely informed about the instructions resulting from accidents and injuries at work, so that they are not repeated.
- You must act in matters that create a negative working atmosphere.

Alcohol and narcotics

Logman-Považan wants to be a healthy and safe workplace. If Logman-Považan suspects that the working environment or safety conditions are neglected due to the consumption of alcohol or narcotics, we have the right to accordingly investigate and take an action.

- You must not consume alcohol or be under the influence of alcohol during working hours, except in the case of celebrations or other similar events that are approved by the company's management.
- You must not store or consume illegal drugs, be under their influence or encourage others to use them during working hours. The only exceptions are properly prescribed and used medicines that do not endanger safety.

► Business ethics

► *Corruption and bribery*

- Logman-Považan does not tolerate corruption. Corruption is the misuse of human position, of any kind, for one's own benefit or for the benefit of Logman-Považan. Corruption includes, but is not limited to, bribery, money laundering, extortion, protection racket and nepotism (preferential treatment of relatives or friends). Bribery is when you give or receive a valuable item (offer, promise, grant, gift / money or loan) and you are expected to give or receive benefits, such as benefits that cannot be achieved honestly or legally.
- Corruption is a criminal offense and can have serious consequences for both Logman-Považan and the employees involved. Logman-Považan risks being sentenced to pay large fines and compensations, audits from the authorities, exclusion from tenders and loss of reputation. Interested employees risk personal fines, personal liability for damages, dismissal and imprisonment.



Money laundering and tax matters

Logman-Považan does not tolerate money laundering. Money laundering is carried out when money is obtained from illegal activities, including terrorism, and are is spilled over through legal business activities.

All employees:

You must decline any cash payments or checks issued by an unknown third party.

You must avoid transactions that circumvent registration or reporting requirements.

You must avoid transactions that involve countries or areas that are known for money laundering or have a reputation for tax havens (unless the entrepreneur has his main activities in a such place).

You must avoid paying in countries where Logman-Považan has not yet received service, unless there is a good reason to do so and we do not have to hide it.

You must avoid deviations from standards such as insufficient, suspicious or false payment information.

Money from blackmail

Logman-Považan does not pay criminals for protection against violence against people or property vandalism.

All employees:

If you are asked to pay protection racket, you must report this to your supervisor or the management of the company

Gifts and entertainment

In general, gifts in business relationships should be excluded or limited as much as possible. However, in many countries, exchanging gifts is a common business practice and a sign of respect. Customs vary from country to country and the line between what is considered appropriate and inappropriate can be very thin. Large gifts can be considered as an attempt to gain an unjustified advantage or they can influence a decision.

We believe that all our employees will use common sense and judgment when giving or receiving gifts or entertainment and they will never offer gifts to gain a competitive advantage. To ensure transparency and protect Logman-Považan employees from suspicion of bribery, it is necessary to report the value of all gifts.

Presents

Logman-Považan may support local organizations through donations and sponsorships where management agrees that they are relevant to interests of Logman Považan and support our behaviour. Gifts or sponsorships must not give Logman-Považan any undue advantage, that is, benefits that cannot be obtained honestly or legally or may be perceived as bribery.

Use of Private or Public Security Forces

Logman-Považan is committed to ensuring that any private or public security forces used to protect the company, its employees, property or operations act in accordance with applicable laws and fully respect internationally recognized human rights.

The company does not tolerate any unlawful use of force, violence, intimidation, harassment, discrimination or other conduct by security personnel that may violate human rights.

The following principles apply:

Security personnel must respect human dignity and internationally recognized human rights.

Force may only be used when strictly necessary and proportionate.

Security personnel must comply with all applicable legal and regulatory requirements.

Any form of cruel, inhuman or degrading treatment is prohibited.

Any suspected violation of these principles must be reported and appropriately investigated.

Logman-Považan expects the same standards from external security service providers.

Any security-related incident involving potential human rights impacts shall be documented, investigated and subject to appropriate corrective action.

Environmental sustainability

Production

Economic growth based on socially and environmentally responsible decisions is the way to create long-term and sustainable results. For this reason, if Logman-Považan establishes or relocates production activities, we will ensure that we do so in an environmentally and socially responsible manner with respect to employees, local communities and local people who may be affected by these changes.

Management:

When relocating production areas, you must work to maintain the same standard regarding the environment and health and safety conditions.

When relocating or restructuring, as well as with reduced demand for our products, you must strive to retain qualified employees.



Environmental questions

Logman-Považan works proactively to prevent pollution and to manufacture our products with the lowest energy consumption as possible and the lowest negative impact on the environment as possible. We are committed to continually improve our environmental efforts, promoting environmental responsibility and contributing to the development and diffusion of environmentally friendly technologies.

Employees:

You must take the environment into account in your daily work tasks.

You must follow all environmental instructions you have received.

You must help to identify the causes of environmental accidents and help prevent their recurrence.

You must contribute to saving energy and other resources.

Management:

You must be an example in reducing the impact on the environment, including energy consumption.

You must ensure that your employees receive training and meet environmental requirements.

You must ensure that the activities of Logman Považan do not adversely affect the opportunities for diversified plant and animal life (biodiversity).

With this, the supplier consents to the Code of Conduct of Logman Považan a.s. and applies the requirements within the rules of their internal Code of Conduct.



signature.....

Jaroslav Nguyen, CEO

