

Ethical Codex

 **JEDNOŚĆ** Sp. z o.o. in Wschowa

Content:

Introduction	2
1. General attitudes and behavior	2
2. Impassable boundaries: personal benefits for staff	2
2.1. Financial benefits.	2
2.2. Gifts.	2
2.3. Business meal.	3
2.4. Other invitations.	3
3. Conflicts of interest	3
3.1. Conflicts of interest personal or financial.	3
3.2. The internal conflict of interest.	3
4. Confidentiality	4
5. Respect for suppliers	4
6. Remuneration and gifts for the recipients of goods and services	4

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Introduction

This Ethical Codex is addressed to all employees of the "Jednosc" sp. z o.o. company located in Wschowa.

With respect to the key elements, this document sets out the ethical attitudes and behaviors that all employees should take while performing their tasks.

All managers responsible for supervising and implementation of activities in the area of purchases of goods and services will:

- demonstrate moral discipline;
- bear responsibility for ensuring that each of their employees fully understood this Ethical Codex and apply to its requirements;
- provide a copy of this document to each newly recruited employee.

Nevertheless, this document is not a comprehensive text. Each of us has an obligation to demonstrate responsibility and honesty, regardless of the circumstances and seek advice from the Board in case of a new or complicated situation.

1. General attitudes and behavior

All employees represent the "Jednosc" sp. z o.o. company in Wschowa in all professional relationships maintained in the ordinary course of business.

Employees are required to comply with the rules of good manners and social customs. In relations with suppliers they must retain from any activity detrimental to the reputation of "Jednosc" sp. z o.o. in Wschowa

In the case of multidisciplinary negotiations, all employees taking part in them will respect the expertise and decisions of all participants in negotiations. There are not going to be behaving in a controversial way or publicly question the statements and actions of their colleagues. They will not criticize their colleagues, subordinates or other employees of the "Jednosc" sp. z o.o. in Wschowa.

In the event of a conflict situation, employees will always keep calm and end the conversation in a civilized way - and in the event of a dispute will seek a solution by a manager or the Board.

2. Impassable boundaries: personal benefits for staff

In order to avoid any actual or apparent abuse of business relationships with suppliers, everyone should always apply the following principles:

2.1. Financial benefits.

The purchase of goods or services on behalf of "Jednosc" sp. z o.o. in Wschowa will not be dependent on the granting of any discounts or commissions or other material or personal benefits to employees or people close to them. The exception to this rule will be the situation in which the benefits will be addressed to all employees of the "Jednosc" sp. z o.o., subject to the prior agreement of the Board. None of the employees will ever accept from suppliers of goods or services any sums of money, regardless of their form (ie. payments, commissions, loans, etc.).

2.2. Gifts.

The employees will never directly or indirectly, ask for a gift or any other benefits or favor that may affect the actions taken by them in the company "Jednosc" sp. z o.o. in Wschowa.

However, it is allowed to accept unsolicited gifts from suppliers of goods or services already lasting business relationships with the company "Jednosc" sp. z o.o. in Wschowa, however, such gifts will be transferred by the supplier in connection with the promotion or advertising of person or business, and the value of each of these gifts at the same time will not exceed the usual adopted - the same way their adoption will have no impact on business relations in the future .

Any gifts received should be immediately reported to the Member of the Board, which is superior of employee who received the gift and forwarded to the Office of the Board - the way of their development will be indicated separately.

Ethical Codex



2.3. Business meal.

Business meals (including primarily lunches or dinners) should lead to the strengthening and improvement of current business relationships with suppliers of goods or services. They are allowed if held moderate and balanced frequency (pay attention to return invitations).

2.4. Other invitations.

You should reject the suppliers of goods or services invitation on participation in trips – except in cases where the above events or trips will have relevance to the advertising or promotion or a very open program in the field of Public Relations of that supplier. Trips for recreational or social events are prohibited.

In case of doubt, each employee can seek advice from superior.

Any requests or proposals relating to the receipt of any material or personal benefits, directed by persons outside the company "Jednosc" sp. z o.o. in Wschowa, the employee will immediately notify his immediate superior.

3. Conflicts of interest

None of the employees of the company "Jednosc" sp. z o.o. will have personal or business interests contrary to the interests of the "Jednosc" sp. z o.o. in Wschowa.

3.1. Conflicts of interest personal or financial.

Employees will restrain from purchasing stocks or shares or the general rights and responsibilities in companies where ownership can interfere with activities undertaken by them or the business decisions of the "Jednosc" sp. z o.o. in Wschowa. In addition, if any of the people close to the company's employees "Jednosc" sp. z o.o. in Wschowa owns stocks or shares or the rights and obligations in the company, and supply goods to "Jednosc", or such a person occupies a high managerial position in the organizational structure of the supplying company, should be reported to the Board.

3.2. The internal conflict of interest.

It is vitally important for the good name of "Jednosc" sp. z o.o. in Wschowa at the receipt of goods or services to create the image of "Jednosc" sp. z o.o. in Wschowa as uniform and well-managed organization. Therefore, any internal conflicts of any kind will never be moved the outside company "Jednosc" sp. z o.o. in Wschowa

4. Confidentiality

In the performance of duties employees may have access to confidential information concerning the company "Jednosc" sp. z o.o. in Wschowa, its suppliers or competitors.

Therefore, the employees of the Company "Jednosc" sp. z o.o. in Wschowa will refrain from disclosing and using their own or someone else's interest of such information without the prior consent of the Board. Confidential information includes any information about products, current development processes, financial data, business strategy, cost structure and pricing, internal documents, procedures, vendors database.

It is extremely important to protect the confidentiality of such information constitutes a trade secret, in particular through full compliance with safety rules when using IT systems and hardware, as well as through the implementation of the confidentiality clause (signed by the suppliers) before transferring confidential information, such as financial information, specifications, etc. In the case of price negotiations with suppliers of goods or services, consisting of an offer in response to the inquiry announced by the company "Jednosc" sp. z o.o. in Wschowa and provided that there is no threat to the interest of the company "Jednosc" sp. z o.o. in Wschowa, business ethics prohibit any disclosure of the above information to another competitive supplier.

Ethical Codex



In order to ensure respect for confidentiality of information:

1. The transferring Party must be considered as an authorized body to dispose of the information,
2. The transferring Party must determine the scope of confidentiality relating to the information,
3. The receiving Party must submit to the requirements in the above range information, confidentiality ,
4. The receiving Party must obtain the agreement of the submitting party to transfer or share confidential information outside the company "Jednosc" sp. z o.o. in Wschowa

5. Respect for suppliers

Every employee should show respect for the suppliers of goods or services.

Therefore, each worker must:

- Communicate the same information and guidance to all suppliers competing to receive an order from the company "Jednosc" sp. z o.o. in Wschowa and make sure that throughout the process, none of the competitors is in a unfavorable situation;
- Ensure protection of all private information provided by suppliers, except where agreed that such information will become the property of the company "Jednosc" sp. z o.o. in Wschowa;
- Take and treat kindly suppliers, regardless of the situation, even if the company "Jednosc" sp. z o.o. in Wschowa is not satisfied with the services or products supplier.

6. Remuneration and gifts for the recipients of goods and services

Recipients of goods and services offered by the company "Jednosc" sp. z o.o. in Wschowa are not be offered or paid - indirectly or directly - pay in cash, gifts, services, invitations or financial or personal benefit in a different form.