



**TIÚ – PLAST a.s.**

areál SPOLANA a.s.  
ul. Práce 657  
CZ-27711 Neratovice  
ISO 9001:2016



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# Code of conduct

## General

This Code of conduct is intended as a guideline for all employees of TIU-PLAST a.s. and has always to be seen in accordance with national laws and regulations.

It should help to ensure that our external actions and our internal values, which are based upon fairness and righteousness, match and gives a meaningful contribution to the integrity of all employees.

## Scope

Every employee of the TIU-PLAST is bound to this Code of conduct.

## Objectives

This Code of conduct should provide a guideline to the employees, to cope with certain topics within their daily working life, to be able to act morally properly, legally properly and responsibly. As well as to contribute, as an employee of TIU-PLAST, to a proper and positive outward image.

## Conduct in the compliance with legislation

Every employee respects autonomously the compliance to the respective laws and regulations as well as o internal guidelines and rules.

## Non discrimination

Violations especially against following principles will lead to appropriate measures and personal consequences.

All employees treat each other and external partners with mutual respect, openness and the understanding of discrimination because of age, national origin, gender, religion, disability, sexual orientation or any other characteristics is strongly opposed and not tolerated.



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The only benchmark for assessing employees are considered to be their performance, their professional skills and their ethical behaviour.

Every employee is strongly encouraged to actively contribute to a respectful cooperation and omits any sort of personal harassment. This refers to all activities and statements, which could be interpreted as intimidating, threatening, dismissive, offensive, immoral, violent, excluding or undesirable.

### **Confidentiality, data protection and avoidance of conflicts of interest**

Employees are not allowed to distribute information, which is not already known to the public, to third parties without authorization. This refers to all technical, commercial and strategical information and data. As well as to data of employees and business partners.

Personal employee data is subject to data protection, this means that every employee can decide independently when, to whom she/he will give which access to her/his personal data. All need to respect the relevant laws and regulations, which refer to the use of personal data. Identified violations against these regulations need to be reported to the responsible superior.

As the employees are aware of the fact, that commingling professional and private interests can be problematic, a clear separation of professional and private interests needs to be done.

Business and HR decisions may not be taken out of private interests.

In case of possible conflicts interests, the responsible superior needs to be involved and the situation needs to be objectively clarified.

### **Health and Safety**

Employees are the most valuable asset. Therefore TIU-PLAST a.s. company insists in strict compliance with all laws and regulations regarding occupational health and safety. The company aims to improve continuously the working environment and to promote physical and psychical contentment of its employees. The working environment needs to be safe and tidy, as well as it needs to support a positive working climate.

### **Anti-corruption, money laundering, donations**

No employee may accept personal benefits (especially invitations, gifts or other benefits), which could, according to objective assessment, influence unfairly her/his decision-making process and business conduct.



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The same applies to offering such benefits to the third parties (especially business partners and customers), with the intentions to influence unfairly the business conduct of this person. Even the appearance of such an active or passive influence shall be avoided, especially in connection with public authorities.

Violations against these principles will result in appropriate measures and personal consequences.

All employees shall refrain from acceptance change or transfer of illegally acquired money or assets and shall comply with all national and international laws and regulations for preventions of money laundering.

Any donations and sponsoring need to be fully documented and approved in written form by the general management.

### **Handling of resources, environmental protection**

All employees shall handle resources provided to them in a careful and responsible way. TIU PLAST a.s. aims to continuously improve its ecological footprint through ongoing improvement actions. This refers to technologies used, resource optimized procurement and an energy efficient planning. Each employee shall contribute to resource saving actions and develop own ideas for improvement. Ongoing activities to reduce and avoid waste, as well as recycling measures are continuously elaborated and improved to reduce the pollution of the environment to a minimum.

### **Conduct and expectations towards our business partners**

The principles of the code of conduct refer as well as to the conduct towards our business partner, especially suppliers and customers. Therefore, we don't support any business with partners who don't have the same belief on the above mentioned principles. This refers especially to topics of absolute occupational safety and the strict rejection of child labour.



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## Compliance and reporting of violations

Management is responsible to hand out this Code of Conduct to every of their employees and to clarify upcoming questions if needed.

Any report of violation against this Code of conduct must be addressed to the superior in charge or to the responsible HR representative.

Signature, 15.6.2023

Mr. Martin Šmat  
Chairman of the board TIÚ-PLAST a.s.



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