

Code of Conduct, WIEDEN

Applicable to WIEDEN s.r.o.
Malodoubská 355, 460 08, Liberec 8

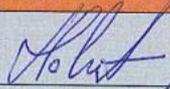
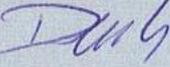
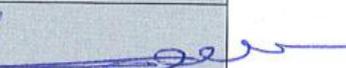
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Code of Conduct

The aim of WIEDEN is to operate in harmony with high ethical principles; what we do and how we do it, is of equal importance; it means to be in harmony with ethical and moral principles.

All decisions that we make and steps we take do comply with the applicable laws and reflect the aim arising from our values, which include - among others - transparency, integrity, honesty, trustworthiness, social and environmental responsibility, quality of our work, mutual respect, and loyalty.

These values are put into practice through this Code of Conduct.

We do not tolerate any failures to comply with this Code of Conduct in WIEDEN. No employees, company representatives or persons acting on behalf of the company – regardless of their position, degree, or function - can ask or expect another employee to violate this Code of Conduct.

All employees, representatives of the company or persons acting on behalf of the company are obligated to follow this Code. Any potential failure can be considered as gross misconduct with any and all consequences arising thereof.

Anybody can report violations of this Code of Conduct to his/her superior. All reported cases are discussed during regular company management meetings with the aim to take measures to correct and to prevent such situations.

1 Main principles of the company conduct

1.1 The owners

WIEDEN always presents true and complete information to its owners including development and progress predictions in regular reports with the maximum attempt to identify the risks and opportunities in every field of its operations.

1.2 Clients, business partners and suppliers

When dealing with our clients, business partners and suppliers we respect the values included in this Code. We are well trained and qualified to provide services and we provide them in a professional manner.

We seek such solutions that comply with our clients' visions and that are – at the same time – in compliance with our ethical, safety and environmental values.

We establish business relationships only with such partners that respect legal and ethical rules in addition to their contractual obligations, including environment protection, that enjoy a good reputation and whose finances are from legitimate sources.

In its business activities WIEDEN respects the right to competition and respects the rules of fair competition.

1.3 Environment

WIEDEN makes sure that environment and future generations are taken into the consideration in its activities. The company takes an active part in removing the consequences of its business activities. Through adjustment of its technological procedures, use of materials that are environmentally responsible and disposal of waste in compliance with the environmental requirements, the company attempts to minimize its impact on the environment.

1.4 Public administration, other institutions, media, and the public

We approach public administration authorities with respect.

We keep all our documents in compliance with the applicable laws. We protect internal information and prevent its leak or abuse in order to gain unfair advantage.

We share up-to-date, complete, and correct messages via authorized persons. Social networks are used exclusively to support our business model.

Social responsibility is part of the WIEDEN culture. We want to build good relationships with other people. In addition, our support is aimed at helping and integrating socially disadvantaged or disabled fellow citizens.

1.5 Political parties

WIEDEN is strictly apolitical in its business. We do not support any political parties, movements, or individual politicians.

2 Code of conduct of our employees, representatives and persons acting on behalf of WIEDEN

2.1 General

Regardless of working position, all employees, representatives, and persons acting on behalf of WIEDEN act in compliance with the ethical standards and values and refrain from any potential conflict of interest or activities that are in contradiction to the work-related activities which they perform for our company.

In regards to the property and assets of WIEDEN, the employees are required not to act in contradiction with the employer's interests and to manage the entrusted and allocated resources properly.

2.2 Occupational safety

At WIEDEN safety is considered as top priority. We are active in this area and cooperate with our employees and partners. We believe that a responsible approach can help to avoid all accidents.

2.3 Conflict of interests

All employees are obligated to inform their superiors about any potential personal interests that may affect assignment and performance of a work-related task. Supervisory staff will assess the risk of conflict of interest and decide about measures to be taken in the area of control and approving of business relationship.

Employees can accept only gifts of reasonable value and invitations from business partners to discuss work-related tasks outside the working environment. Any employee in such a situation should consider if the gift or invitation refusal does not contradict the principles of a polite conduct. The reasonable value of gifts or invitations outside the working environment in the Czech Republic amounts to 1,000 CZK and 80 EUR abroad. In the case that the value of a gift or an activity provided by business partners to employees exceeds the above mentioned value, the employees are obligated to discuss this situation with their superior who will decide about approval or suggestions, for example a partial payment of expenses made by WIEDEN.

2.4 Information protection principles

All employees, representatives and persons acting on behalf of WIEDEN respects trade secret and confidential information protection guidelines and rules, even after the termination of employment or contract and do not allow their use for personal gain?

Confidential and protected information includes but is not only limited to: all facts related to the business of the company, including its know-how, information about its business partners and employees.

WIEDEN and all its employees and representatives respect copyright and trademarks.

2.5 Executive officers

Executive officers are role models in enforcing ethical and moral principles. Their conduct sets an example for other employees and they also provide explanation and support concerning matters associated with ethical principles described in this Code of Conduct.

3 Ethical standards in the area of human resources

3.1 General

In the area of human resources WIEDEN supports diversity, applies the principles of equal treatment, and does not differentiate based on ethical and social background, sexual identity and preference, age, appearance or religious beliefs.

We create a positive working environment for our employees, which promotes their potential and professional growth. We do not accept any forms of discrimination, harassment or hate crime.

WIEDEN does not tolerate any child or forced labour.

3.2 Handling of personal data

We respect the applicable laws in the area of employment. We do not abuse the collected data for personal gain or any activity that may contradict the law or the rules and values of WIEDEN.

3.3 Personal growth and employee reward scheme

We support employees who contribute to the permanent success of our company through their professional knowledge and skills.

In WIEDEN we make sure that in no case is there preferential treatment of employees when assessing their work performance, awards, education, change of working position, etc. based on personal relationships and other criteria unrelated to the performance or skills of these persons.

4 Document revision

Document revision no.	Date	Change description	Article
00	18/08/2021	New version	