

CODE OF ETHICE

1. General provisions

1.1. The Code of Business Ethics aims to establish the norms, which determine the behavior of all employees in the company during the performance of their duties obligations, of the relationships between them and with the owners of the company, as well as their relationships with employees of other companies - clients and partners and State authorities.

1.2. This Code of Business Ethics specifies the company level concepts Mission, Vision, Values and Principles of work of the company, in accordance with national legislation.

1.2.1. The company's mission is to satisfy the needs of goods and services to society, which activity is aimed at increasing corporate social responsibility and the profitability of production - for the owners of the company and the opportunities for professional development and qualification of the workers/employees of the company.

1.2.2. The vision is expressed in the continuous rise of the company, increasing its domestic and international presence market while continuously observing and increasing the the quality of the goods and services provided.

1.2.3. The moral values supported by the persons employed in the company are: - fairness to customers;

- striving for the best results;
- constant professional self-improvement and qualification;
- responsibility to society;
- integrity.

1.2.4. The principles of the company's activity have been specified and aimed at each of the groups specified in item 1.1. , in view of their specific interests.

1.3. The legal and authorized representatives of the company with all their conduct observe and promote the application of the concepts of Mission, Vision, Values and Principles specified in item 1.2.

2. Field of application

2.1. This Code of Business Ethics is addressed to the legal and authorized representatives of the company, of its owners, as well as to its workers/employees, customers and partners.

2.2. The rules of conduct contained in this Code of business ethics also extend to all enterprises in which the company has a majority share in the capital.

2.3. The management of the company is making efforts to popularize it of the present rules, for their support by other legal and individuals and to promote their adoption and compliance by other business entities.

2.4. The criteria for conduct contained herein The Code of Business Ethics establishes rules for the repetitive and principle activities in daily work and apply to specific and specific work situations, as far as they can be misled (matched by analogy analogy) to the principle and repetitive activities.

2.5. All workers/employees of the company can request opinion of the company's management when they have doubts about the interpretation of rules contained in the Code in ethics.

3. Guiding criteria for conduct

3.1. The trust of society, customers and partners of the company as well as its owners is based on the integrity and responsibility of the management of the company, as well as of each worker/employee in the performance of his official duties.

3.1.1. The concept of "Integrity" includes correct, ethical, conscientious and lawful behavior towards all who work in the company, towards its owners, customers and partners.

3.1.2. The concept of "Responsibility" in professional behavior includes active, effective and efficient activity oriented to the best results, the quality of the goods provided by the customers, in accordance with the requirements for the protection of human health and the environment, as well as the proper fulfillment of the contractual obligations to the company's partners.

3.2. The company expects from its clients and partners and their workers/employees behavior adequate to that defined in item 3.1. concepts of integrity and responsibility.

4. Rules of conduct

The Code of Business Ethics further defines the specific rules for work in the following directions:

4.1. Legal, human rights and ethical compliance values;

4.2. respect for the individual;

4.3. professional development and equal opportunities;

4.4. cooperation and empathy;

4.5. ensuring safe and healthy working conditions;

4.6. proper use and protection of the assets of the company;

4.7. inadmissibility of acts of corruption and bribery;

4.8. inadmissibility of unregulated illegal payments and money laundering;

4.9. not harming and increasing the company's prestige;

4.10. loyalty to the company and avoidance of conflict of interest;

4.11. attitude to internal and external company information;

4.12. best attitude to the company's customers;

4.13. best attitude to the company's partners;

4.14. environmental protection.

4.15. Compliance with legality, human rights and ethical values

4.1.1. The management of the company, its owners, as well as workers/employees perform their duties commitments subject to mandatory compliance with domestic legislation and European and international acts, according to which the state has made a commitment.

4.1.2. In addition to the declared in this code Mission, Vision, Values and Principles, also the Universal declaration of human rights and the Declaration of Social justice of the International Labor Organization, as well as United Nations Global Compact.

4.1.3. The management of the company and its owners will not violate the right of association of workers/employees and will not apply discriminatory rules based on gender, nationality, age, minority, religion, social opportunities etc. under.

4.1.4. Any person who works for the company can request from the management of the company, or from the competent information department for the acts and regulations specified in the previous provisions provisions when they are not known or understood by him.

4.1.5. Every worker/employee is obliged to inform the management of the company for violations identified by him the acts referred to in this section.

4.2. Respect for the individual

4.2.1. The management of the company, its owners, as well as the workers/employees in the company do not do anything any act aimed at physical threat, violence, exceeding one's official rights, insult, slander, authority and etc. related to the rights of the individual.

4.2.2. Workers/employees are respected by the management of the company that creates conditions for favorable, fruitful, healthy and safe working environment as well as balance between the personal and professional life of workers/employees.

4.2.3. All workers/employees are treated with respect his colleagues, to the management of the company, as well as to representatives of the company's clients and its partners.

4.3. Professional development and equality of opportunity

4.3.1. The management of the company promotes professional and personal development of all its workers/employees, such as ensures equality of opportunity for them.

4.3.2. The management of the company supports and implements the accepted public standards in order to develop a corporate culture, based on merit and contribution of workers/employees in the production process. Merit and contribution of workers/employees are evaluated by point of view of competence, qualification, service workload, the quality and timely performance of official duties obligations, the contribution to increase the authority of the company, of the profitability of its activity, compliance with the rules of this Code.

4.3.3. All workers/employees actively participate in the plans for training provided by the management of the company aimed to their professional and qualification development, with a goal increasing and updating their knowledge and skills.

4.4. Cooperation and empathy

4.1. The management of the company creates conditions for the development of an environment of cooperation and teamwork in order to utilize the all resources and capacity.

4.2. All workers/employees work in a cooperative spirit, providing his other colleagues with skills and knowledge that would helped achieve the company's goals.

4.3. The management of the company and its workers/employees respect trade secret and proprietary information official use received within the scope of their authority.

4.4. Workers/employees work efficiently during working hours time, making full use of the time and resources that the management of the company provides them.

4.5. Ensuring safe and healthy working conditions

4.5.1. The management of the company implements a policy for safe and healthy working conditions at the workplace and applies preventive measures for compliance with the legislation regulating this activity.

4.5.2. All workers/employees of the company are familiar and comply with the regulations regarding safe and healthy working conditions, as well as requiring their compliance with consideration of one's own health, on the part of all others workers/employees to prevent violations that may prevent the performance of their official duties.

4.6. Proper use and protection of company assets

4.6.1. The management of the company provides its own workers/employees necessary means of production (assets) with a view to fulfilling their official commitments and creates conditions for their preservation.

4.6.2. All workers/employees use the company's assets only for the purpose of fulfilling their official duties, more efficiently and efficient way. At the same time, the workers/employees use the assets only in view of their purpose.

4.7. Inadmissibility of acts of corruption and bribery

4.7.1. The management of the company, its owners, workers/employees do not allow manifestations of corruption manifested in:

4.7.1.1. influencing personal will, through unethical and immoral practices, in order to acquire goods;

4.7.1.2. accepting (directly or indirectly) gifts or any kind of other goods that would aim to influence on commercial relations, professional relations or on administrative decisions;

4.7.2. In case of doubt or when establishing cases of corruption (including bribery), the worker/employee the management of the company through its direct managers or the Commission for compliance with business ethics.

4.8. Inadmissibility of unregulated payments and money laundering

4.8.1. The management of the company and its workers/employees implement a policy to prevent the commission of irregular payments or money laundering, as in the receipt as well as the payment, in kind or in money, in cash or by bank transfer.

4.9. Workers/employees have a mandate for each public appearance before the media on behalf of the company, as well as for participation in professional gatherings, round tables, seminars or any other events when presented on behalf of the company.

4.10. Loyalty to the company and avoidance of conflict of interest

4.10.1. A conflict of interest is present in the event that the personal interests of workers/employees conflict with interests of the company, and when the exact performance of official duties is threatened.

4.10.2. The relationship between the management of the company, its owners and workers/employees are based on mutual interest. In this sense, the commitment of the workers/employees with other activities, financial or entrepreneurial when these activities are legal, they are not prerequisite for unfair competition, do not conflict with their official responsibility to the company and do not interfere with the performance of their official duties.

4.10.3. Workers/employees are guided by the principle of limiting their participation in the activities of other companies when there are prerequisites for a conflict of interest.

4.10.4. The workers/employees inform the management of the company in cases where they or their close relatives are involved

4.10.5. The workers/employees keep a close eye on everyone extraordinary payments not foreseen in the agreements or in commercial contracts.

4.10.6. In cases where there are doubts, or it is established making an unregulated payment or money laundering, workers/employees inform the management of the company.

4.11. Preserving and increasing company prestige

4.11.1 Company prestige is based on establishing responsible parties relations with customers and in general – in society. Company prestige is one of the most valuable assets that ensure the security of the enterprise, of its workers/employees, customers, company owners and of society as a whole.

4.11.2. The management of the company, its owners and all its workers/employees, employees, of government institutions and cooperate and contribute with maximum effort to ensure high prestige of the company and ensure that the good reputation of the company is respected by its customers, partners and other legal and natural persons or intend to participate in the governing bodies of others firms that would have the same and competing interests with the company in which they are engaged.

4.12. Conflicts of interest

4.12.1 During the performance of his duties, the company's workers/employees must act loyally, by preventing the creation of conditions for the emergence of conflict between their interests and the interests of the company.

4.12.2. The workers/employees of the company refrain from express an opinion on behalf of the company, to perform actions or to influence decision-making in all cases, when directly or indirectly these actions are related and pursue personal interest.

4.12.3. In cases where doubts arise, workers/employees should inform the management of the company or the Business Ethics Committee in order to prevent the adoption of decisions as a result of which they are created suspicions that they are in favor of personal benefits or acted against the interests of the company.

4.13. Attitude to internal and external company information

4.13.1. Internal and external company information is an important asset in the management and operation of the company, which is why it is subject to special attention.

4.13.2. Objectivity of information is a basic prerequisite for the successful company operation therefore the workers/employees faithfully convey the whole information they try to provide so as not to enter into delusion he who receives it.

4.13.3. The workers/employees who enter information in check the information system according to their powers whether the data is true and accurate.

4.13.4. Workers/employees observe the necessary confidentiality regarding internal company information, to which they have access to in the performance of official duties.

4.13.5. Employees who have information about the strategy, the company's policy, plans or assets, do not use it on unauthorized way - without the necessary permission, outside his official duties, for his own benefit or for the benefit of third parties persons.

4.13.6. In cases of doubt about the nature of the information, workers/employees consider it confidential until confirming otherwise.

4.13.7. Information in the company is available in an adequate way at different levels of access of the workers/employees – according to their official duties.

4.14. Best attitude to the company's customers

4.14.1. The implementation of the production and delivery policy from the company of quality goods to the customers - buyers and recipients is the most important indicator of good attitude towards customers, for the long-term development of relations with them, based on trust and mutual respect.

4.14.2. The information provided to customers about the goods and services is always correct, complete and presented in an accessible language. This rule is considered to be violated when the provided information is ambiguous or presented in a way that may mislead customers, or put them in a position to accept wrong decision.

4.15. The best attitude towards the company's partners

4.15.1. Good attitude towards the company's partners (suppliers and distributors of goods and services) is important a prerequisite for achieving the plans set by the company and purposes, as well as to protect its economic interests.

4.15.2. All workers/employees who have the office obligation to select and choose partners of the company make an unbiased assessment in this activity by applying criteria for good quality and optimal prices of goods and services, and by preventing any conflict of interest with the interests of the company.

4.15.3. In case of suspicion of violation of the rule under the previous item.

4.15.2. the workers/employees notify the management of the company.

4.15.4. The contracts concluded by the company include clauses for compliance with ethical rules.

4.16. Environmental protection

4.16.1. Environmental protection is a fundamental principle in the company's activity.

4.16.2. The workers/employees of the company follow rules of behavior aimed at protecting the environment (incl the equipment, machinery and facilities used by them), with a purpose fulfillment of the set goals of the company in this direction.

4.16.3. In his contacts of the workers/employees of the company with workers/employees from other cooperating companies, they at each convenient occasion pass on these good practices for the preservation of environment.

5. Implementation of the Code of Business Ethics

5.1. This Code of Business Ethics is mandatory for the management of the company, its owners and the workers/employees of the company.

5.2. Company management notifies everyone workers/employees for the content of this Code under business ethics, including the obligation to observe it in the individual employment contracts, after which the Code becomes obligatory for them.

5.3. The management of the company evaluates the work of the workers/employees of the company and taking into account compliance with this Code. Failure to comply with the Code is assessed in compliance with the company's internal work rules, individual employment contracts and statutory provisions.

5.4. Any doubt as to the interpretation and application of this Code is also discussed with the Commission of The Codex. 5.5. When issuing the internal administrative and other acts compliance with the rules of this Code is strictly observed.

5.6. Non-compliance with the Code puts the prestige of the company at risk, therefore all workers/employees of the company must notify the management of the company or the Code Commission for any failure to comply with the rules of the Code that have occurred to them known during the performance of official duties.

5.7. The company has established and established informal channels, sub control of the Code Commission, under which in good faith and without risk of punishment can be carried out consultations and to communicates regarding detected deviations from the rules of The Codex.

6. Business Ethics Compliance Committee

6.1. The Business Ethics Compliance Committee aims to:

- the distribution, familiarization and implementation of the Code of Business Ethics;
- the interpretation of the Code of Business Ethics in its implementation;
- assistance in resolving conflicts that have arisen in the application of the Code of Business Ethics;

- preparation of reports for the management of the company and its owners with an analysis of the compliance/enforcement of The Code of Ethics and proposals for its optimization; in the Commission's proposals, it takes into account all suggestions made by the persons who work in the company.

6.2. The commission consists of five members, incl. and chairman, approved by the management of the company

7. Term of validity

7.1. The Code of Business Ethics is applicable to anyone engaged in him person from the date on which the person is familiar with the Code.

7.2. The approval of all changes to the Code of Business Ethics is carried out by the authorized management in the company.