

Code of ethics

Social Responsibility Management System

The code of ethics is a set of fundamental principles and values of our company, binding upon all employees and external collaborators of our company. Each employee is aware of the fact that respecting the ethical dimension of his own work, and hence his personal name, is important for the perception of the seriousness of the whole company.

To the pillars of the code of ethics of the company Lukov Plast spol. s r.o. belong:

- Respecting the laws of the given state
- Respect and trust towards superiors and colleagues
- Maximum cooperation with the customer and interested parties
- The obligation of confidentiality regarding internal information
- Conduct in the interest of the company and its good reputation
- Respect for the environment

The main principles of professional behaviour of company workers:

- The worker is obliged to observe the laws of the country in which he/she performs his/her work, as well as internal regulations
- The worker is obliged to work honestly and in accordance with the moral and cultural principles generally recognized at the place where he/she is
- The worker is obliged to respect his/her superiors and colleagues and to respect the principles of mutual trust and cooperation and must be aware that by his/her personal demeanour outwards he/she represents the company
- The worker is obliged to remember that the customer is always in the first place and his satisfaction is more important than the immediate profit. If an authorized worker is unable to solve a customer's request on the spot, he/she must inform his/her superior immediately.
- The worker is obliged to respect the confidentiality obligation. Even a seemingly insignificant leak of internal information can damage the company's image in the public eye. Any information about the operation of the company is provided exclusively by the authorized worker of the company.
- The worker is obliged to perform his/her work in such a way as to protect the legitimate interests of the employer while protecting the environment. Commitments, unless they are inconsistent with the laws or generally accepted moral principles of a given country, must be properly and timely fulfilled.
- Our company's workers must not receive gifts beyond the normal range of attention. Gifts or any form of benefit in excess of 1000,- CZK, are considered inappropriate and prohibited from accepting them. If the gift cannot be denied for any reason, it is the duty of the workers to pass it on to the CEO's secretariat or his/her superior. Business dinners and similar meetings must not exceed the reasonable degree of the worker's status and the importance of the matter to be discussed and must be approved by the superior worker.

- A foreign person attempting corruption must immediately be notified of the unacceptability of such conduct, and if he/she does not respect it, all business contacts must be interrupted.
- In the event that there is a risk to the damage of the company, every worker is obliged, depending on his/her possibilities and ability, to try to avert such damage. If this is not the case, he/she is obliged to immediately notify his superiors or other persons who are able to prevent or at least mitigate such damage.
- Child labour is forbidden. Any form of forced or compulsory labour is forbidden. Discrimination, bullying and sexual harassment across the company are prohibited. The work of minors, as defined by local labour law, will not be used, unless it is part of a government program that is clearly beneficial to its participants.
- The workers must have a safe and healthy workplace that meets all local laws and applicable occupational health and safety standards. Workers must be rewarded with wages and benefits that are competitive and in accordance with local laws, including minimum wages, overtime hours and statutory benefits. Working hours must be in accordance with local laws. All statement made to the media are provided solely for this purpose by an authorized person.
- Workers can communicate openly with the management on working conditions without fear of reprisals, intimidation or harassment that provides protection in this area regardless of gender, age, religion, disability and political convictions.

It is strictly forbidden:

- Abuse of (working) position for personal interests or interests of third parties, misuse of information, things, equipment and know-how for private use.
- Secretly, for example through third parties enter into a business relationship with other parties.
- Abuse of confidential information obtained from work for own business activities or third parties' business activities. Any information not officially disclosed shall be treated as confidential.

Violation of these principles may be considered a violation of work discipline and may be grounds for punishment or termination of employment. These principles are binding on all employees of the company or other interested parties from the moment they were introduced to them or should be introduced.

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Date: 21.2.2018



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Date: 21.2.2018

