

CODE OF ETHICS of KOH-I-NOOR RONAS s.r.o.

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The company KOH-I-NOOR Ronas s.r.o. Rožnov pod Radhoštěm, issues a code of ethics in order to establish and support standards of behavior of the employer and employees in relation to the public, customers, business partners and co-workers.

Standards of ethical behavior in our relationships are the foundation for the long-term success and maintenance of the company's reputation. The Code is a commitment to acting with integrity in every situation while respecting the human rights of every individual. Such an approach is expected not only from every employee, but also from all business partners.

1. Acting in accordance with the law

Compliance with the Constitution, all laws, international treaties, human rights and other legal regulations is the basis of the company's ethical standards. KOH-I-NOOR Ronas always complies with all applicable laws, regulations, rules and regulations.

When establishing foreign business relations and realization of export, it respects relevant government regulations, laws and global export control standards in order to eliminate the risk of violating legal regulations in the field of export controls and international economic sanctions. It verifies its business partners whether business relations with them are not limited or even prohibited.

2. Workplace relationships

Functional working relationships and a cooperative atmosphere are the basis for the successful development of the company. When performing tasks and in negotiations with colleagues, an employee must not:

- Disparage his colleagues,
- misrepresent or conceal information necessary to complete tasks,
- prioritize his own interests or the interests of a third party over the interests of the company,
- unreasonably refuse the necessary cooperation with other colleagues when performing work tasks.

When a labor dispute arises between employees, the parties to the dispute must actively, constructively and responsibly seek a solution to such a dispute, taking into account the interests of the company, and in the event of failure to reach an agreement, inform their superiors.

3. The Role of Company Management

Managers are role models of moral and ethical qualities for other employees and representatives of the company and are responsible for monitoring and complying with the code of ethics of their subordinates.

4. Relationship to employees

A positive relationship with all its employees, based on mutual respect and dignity, is of key importance to the company. The working conditions offered to employees comply with the requirements of legal standards and regulations and relevant conventions of the International Labor Organization.

The employer undertakes to:

- Respect the personality, human dignity and privacy of its employees,
- Provide a safe and healthy working environment and strive for its continuous improvement,
- Provide equal opportunities to people regardless of race, skin color, gender, nationality, religion, ethnicity or other different characteristics,

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- Do not tolerate discrimination or any form of harassment,
- Provides employees with training and education opportunities that support their current and future career development plans,
- Does not employ any person whose age limit is lower than 15 years, in case of detection of the fact that these rights are not respected, our company will report this to the relevant authorities and the child's guardian, who will ensure a proper investigation of the situation. The company will continue to actively participate in his education and development until he achieves independence,
- Does not use forced or other forms of involuntary labor in its workplaces, in case of detection of this fact, our company will terminate the employment relationship with this employee, notify the relevant organizations that support victims of forced labor, and ensure a proper investigation of the situation. If possible, it will support the employee in obtaining alternative employment,
- Does not pay its employees below the level of the legislatively established minimum and guaranteed wage.

A collective agreement has been concluded between the trade union and the company KOH-I-NOOR Ronas s.r.o., which governs and regulates:

- Working hours
- Wage conditions and rewards
- Social benefits
- Rights in employment relations and collective bargaining.

If this code is violated in the company, mainly in the area of forced labor and child employment, the employment relationship with the person who directly participated in the violation of these points will be terminated. The person who became a victim will be provided with full support from our company - it will be resolved individually.

5. Safety and health protection at work, fire protection

- Occupational health and safety, fire protection is governed by relevant applicable legislation.
- Employees are equipped with personal protective equipment according to internal regulations.
- Machine safety is ensured by checks, maintenance and revisions,
- Workplaces are adapted to the needs of employees (workplace ergonomics).
- The use of hazardous chemical substances and mixtures is governed by applicable legislation.
- Emergency preparedness ensures that there are plans in place to respond to events that may occur in an emergency.
- Incident and accident management ensures the safe operation of the workplace.
- Emergency preparedness is trained at the start of employment, periodic and extraordinary training of employees and will ensure that emergency events are dealt with in accordance with the employer's instructions and thus ensure the safe operation of the workplace.

6. Economic competition

The company honors and complies with the rules of fair and open economic competition, or prevents and avoids situations leading to their violation.

An employee of the company must never carry out any activities, such as negotiating the exchange of information with competitors or trading companies on increasing or otherwise stabilizing sales prices, etc., or other illegal business practices that pose obstacles to free and equal economic competition.

The company is a holder of the ISO 9001 and IATF 16949 certificate, through which it guarantees the quality of its production. It protects its production against counterfeiting of its parts by marking batches, laser marking and unique codes.

7. Corruption

When working with customers, suppliers and other business partners, employees must not accept or demand gifts, payments, services or other benefits for themselves or someone else, or in any other way influence impartial conduct. In particular, relations with suppliers and customers in the selection of goods

and services must take place only on the basis of competitive conditions of quality, price and service and must be beneficial to the company.

8. Relationships with politicians

The company does not provide contributions or payments or otherwise make any recommendations, directly or indirectly, in favor of political parties, committees or individual politicians, employees must not make any political contributions on behalf of KOH-I-NOOR Ronas s.r.o.

9. Conflict of interest

Employees must avoid situations where there could be a conflict between their personal interests and the interests of the company. When dealing with current and potential customers, suppliers, government officials, investors, and competitors, employees must act in the best interests of the Company, regardless of personal gain.

10. Sensitive information

Employees are required to maintain the confidentiality of sensitive information that has been communicated to them or that they have gained access to in the course of performing their work for the company.

Any non-public information whose publication or disclosure could benefit competitors or harm the company, its suppliers, customers or employees is considered sensitive information. This primarily concerns trade secrets, patents, brands, corporate data, business plans, designs, databases, payroll information and personal information of employees.

Employees also protect the employer's intellectual property rights, including the intellectual property of third parties. The exception to this rule is when the employee has been relieved of this obligation by the company's management or is required by law to violate this rule.

11. Property protection

Employees must protect company property and use it effectively. They must handle it with care and protect it from loss, theft or misuse. The company's property cannot be used for private activities.

To protect the organization's property, it is necessary to use all legal means, including the application of the right to compensation for damage against those responsible for it. Even against those who caused or participated in causing damage intentionally or through negligence. Or failed to fulfill their obligations to prevent or avert it.

12. Environment

The company complies with all relevant environmental protection regulations. The company protects the environment in all its activities, including planning, production, sales and all product handling. The company holds an ISO 14 001 certificate, which demonstrates the implementation and continuous improvement of an environmental management system.

13. Disclosure of information

The company publishes information in a proper and timely manner, its publication is required by legal regulations or the current state of the company. The information is always accurate and truthful. Employees may not disclose any information about the company that could be considered a trade secret, sensitive or confidential information.

14. Information security

The company has an information security management system in place that ensures that information is protected at the necessary level in terms of confidentiality, integrity and availability.

15. Violation of the Code of Ethics and Whistleblower Protection

Every employee who witnesses a violation of the Code of Ethics or suspects a violation is obliged to report this fact to his/her superior or the company management. If it is not acceptable for the employee to report the violation or suspected violation to these persons for any reason, it is possible to contact the human resources department, the trade union, anonymously place the information in the company mailbox, or contact the person responsible for compliance with the Code of Ethics:

Ing. Marek Šaffer, email: m.saffer@ronas.eu, tel: +420 575 751 401,

or the person responsible for whistleblowing;

Ing. Jan Vaněk, email: khm.whistleblowing@kinmachinery.cz, tel: +420 733 626 821.

The Company will not take any retaliatory action against an employee who reports a possible violation of the Code of Ethics.

In Rožnov pod Radhoštěm, on 29.11.2024

Signature of managing director



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