

Staff Code on Conduct – Josef Škrkoň – Techplast, a.s.

1 – The employee shall be governed by the provisions of the Integrated Management System, the Working and Operating Rules of the joint-stock company, and by the instructions of the superiors. The employee may not be affected by personal relationships, sympathies or antipathy in meeting the customer expectations, the choice of suppliers, any business partner or colleague. He / She is authorized to enter into contractual relations, the employee is obliged to check the credibility and trustworthiness of the partner, and in case of doubt, to take steps to prevent the damage that the firm might encounter. At the same time, the employee shall inform the superior about this situation.

2 – The employee protects the company from corruption and bribery. The employee does not accept or provide gifts, services, rewards or commissions and does not prioritize its interests over those of the Company. At the same time, the employee shall inform his/her superior of any circumstances known or assumed to lead to corruption or bribery.

3 – The employee honours and respects the company's objectives

4 – The employee is aware of the fact that the quality of our products, the accuracy of terms and the level of approach to the customer and work create the highest values that the customer can obtain from us. The high quality of own work is therefore the objective of every employee of the company, if he or she wants to be a permanent employee of the company.

5 – The employee monitors the interests of the customers and strives to achieve their maximum satisfaction in compliance with the company's objectives. In the business relationship, the employee always provides complete, undistorted, truthful and comprehensible information to the customer.

6 - The employee communicates openly and graciously. He/she shares his/her knowledge and experience with others and listens to them. He or she uses the most effective means of communication and tries to respect the working and time utilization of others. In telephone communication, the employee introduces himself or herself on behalf of the company and tells his/her name. The employee communicates briefly, clearly, politely and aptly.

7 – The employee is aware that the appearance and clothing must comply with the general requirements arising from the working position and its activities. An employee who has been assigned a company's clothing and work footwear in order to carry out his or her duties shall be obliged to carry out his or her work in that dress. He or she shall ensure that working clothes are always in usable and clean state.

8 – The employee shall comply with the principles of safe work, respect and use of the fixed working time fund, respects the rules of clean workplace after working hours and whenever he or she leaves the workplace for a longer period of time. The reason is to ensure the safety and proper layout of the workplace.

9 – The employee shall not disclose confidential information about the company, their business partners and products without the consent of the management of the company. It is also not admissible, without the express mandate of the Chairman of the Board of Directors of the joint stock company, to provide any information to the media.

10 – The employee is forbidden to use his or her position in the company to receive or claim any benefits from customers, business partners, competitors or colleagues. In no case may he or she accept gifts, services, rewards or commissions. An employee can accept and donate promotional items. If the gift is a promotional item of higher value, it is advisable to consult with the supervisor about its acceptance.

11 – The employee shall, without undue delay, inform his or her superior of any circumstances relating to his/her person and of whom he/she knows that they may lead to a conflict of interest, including those in which he or she would be liable without own fault as a result of personal or family relationships with the trading partners or competitors of the company.

12 - The employee does not act against the legitimate interests of the employer. He/she may not engage directly or indirectly in an activity that could or would be in competition with the subject- matter of the company's business. At the same time, the employee is obliged to inform his/her superior of any circumstances concerning him / her that he/she knows, or believes that they could lead to the conflict of interests.

13 - The employee is obliged to protect the privacy of the co-workers and to keep the company's affairs secret. In particular, documentation and non-public information must be protected by employees at all levels from unauthorized persons.

14 – Employees, who in any way, process personal data of the staff in the context of their job description shall be required to keep the confidentiality and to protect personal data according to the established GDPR system – the protection of personal data.

15 – The employee shall manage properly the entrusted funds and in the interests of the protection of the employer's assets. He or she shall be fully responsible for the assigned items in order to perform the assigned work. The employee does not leave the entrusted items unattended in the workplace. If the employee causes damage by violating this obligation, the employer may request compensation up to the amount laid down by law.

16 – An employee in the field of the social responsibility shall be obliged to draw attention to his or her superior to all negative phenomena, such as non-compliance with directives and regulations, operating procedures and others which would harm the company, employees, customer or other interested parties. The method of communication shall be provided electronically – by e-mail to the following address: zamestnanci@techplast.cz. The addresses are the employees' OHSAS representative and Director. Warnings, suggestions or questions shall be answered in writing. Anonymous e-mails are also addressed.

The new employee shall be familiar with the Code of Conduct during the initial training. The Staff Code of Conduct is posted on notice boards in all operations.