

# CODE OF ETHICS

## AURES Sp. z o.o.

Sosnowiec, September 2014

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## Assumptions and objectives of the Code

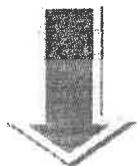
The basis of this Code of Ethics is the obligation of all Employees of AURES Sp. z o.o. to behave ethically every day in connection with the performance of their professional duties. The Code of Ethics sets out the principles that all Employees should follow, regardless of their function, position and internal beliefs.

The desire of the President of AURES Sp. z o.o. is to ensure that all Employees in contacts with Contractors, Suppliers and the public, as well as among themselves, act in a conflict-free manner, demonstrating a proper approach to standards Ethical.

The purpose of this Code is to present the ethical standards that are required of all Employees. Compliance with the Code of Ethics is the obligation of every employee and is a condition for his or her continued employment. In addition, managers are required to be an example for their subordinates and to popularize the values set out in the Code of Ethics. Compliance with the Code of Ethics is subject to regular checks. Violation of the Code of Ethics may result in the initiation of explanatory proceedings under this Code, followed by disciplinary proceedings.

## 1. Guiding principles of AURES Sp. z o.o.

The ethical standards described below apply to all Employees of AURES. These standards are not the only ones that determine the conduct of the Employee. Each behavior of the Employee should be preceded by a reasonable analysis of whether it falls within the framework of the generally understood principles of honesty and reliability and whether it can harm the company's reputation as well as the atmosphere internal internal control prevailing in the workplace.



- I. We comply with and respect the law
- II. We conduct business honestly and reliably
- III. We adhere to our business commitments
- IV. We treat people with dignity and respect
- V. We want to be a responsible citizen  
global community

### 2. We comply with and respect the law

When managing all aspects of our business, we are aware of the applicable legal standards and comply with them. By familiarizing ourselves with the Code and reporting illegal or ethically questionable cases, we strive for the rule of law and compliance with high ethical standards. Providing assistance to a third party in illegal activities may damage our reputation and cause serious legal consequences for both you and AURES Sp. z o.o., including allegations of providing to help a person third party or colluding with it. In addition to complying with the that affects us directly, we cannot take actions that we know (or should know) that will facilitate a third party to infringe the law. Each of us is responsible for recognising signs that third parties are engaging in potentially illegal activities and are using AURES to do so.

### 3. We conduct business honestly and reliably

Material and intangible personal benefits resulting from work in AURES Sp. z o.o. such as: using a position, function or position to obtain preferential conditions for personal purposes is not allowed.

The choice of any service or product is determined by the quality and competitiveness of the offer, as well as the reliability and responsibility of its offerer.

We pride ourselves on doing business with integrity. We actively compete with others, but we do it in a righteous and ethical way. We do not offer or accept bribes or inappropriate gifts. We comply with laws and regulations that support fair competition and fairness in the market.

#### *3.1. We say NO to corruption*

A bribe is giving or offering someone something of value in exchange for establishing or continuing a partnership or for any other business benefit. Never directly or indirectly offer, give, accept or encourage any form of bribe, bribery or other payment of a corrupt nature. Be careful about choosing third parties to act on our behalf.

#### *3.2. Fair competition*

The proper way to protect fair and equitable competition is related to the correct collection and use of information about competitors. Gathering competitor information and data

business practice, but it must be conducted in a legal and ethical manner. In order to gather information about competition, you must never commit fraud, misrepresentation, trespass on the property of others or use other illegal or illegal activities.unethical methods.

### *3.3. Personal responsibility*

All Employees are personally responsible for the tasks performed within the scope of the Employee's duties.

### *3.4. Loyalty to company*

All employees and associates of AURES Sp. z o.o. It is obligatory to observe the principle of loyalty to the company and not to its disadvantage. We use the data obtained through work in the company only for its benefit and in its interest. We protect information owned by AURES Sp. z o.o. and belonging to its Clients and

other companies cooperating with us.

## 4. We adhere to our business commitments

Trust and a sense of security of our customers and other partners is the motto of our business relations. We build and maintain them through open communication, respecting the information entrusted to us and keeping our commitments.

*Principles we follow :*

1. *We provide Real Information about Our Products and Services in Conversations Contracts Messages email and All other forms of Communication.*
2. *We only make commitments that we can fulfill. Commitments include all promises – not just those written in contracts. Therefore, submit them prudently and do not commit yourself to anything that AURES Sp. z o.o. is not able to implement.*

### *S. We treat changes in commitments responsibly. Sometimes*

*We will not be able to keep the commitment made earlier. In this case, work with the customer or business partner to find a solution and discuss the appropriate way forward. Be sure to amend or terminate existing contracts as needed .*

### *4. Personal data of our customers and other business partners*

*We treat with great care. In the course of our business, we may collect, store, or process information about individuals who represent our customers and other business partners. If you are dealing with such information, please ensure that it is protected and used properly and lawfully.*

### 5. We treat people with dignity and respect

We achieve our goals thanks to our employees. We provide a safe workplace and appreciate the unique contribution of our team, enabling employees supporting the goals of AURES Sp. z o.o. using your individual potential.

#### *5.1. Human rights*

We respect human rights and support efforts to protect them. We comply with all employment laws and regulations, including the rules on the employment of minors, we comply with the prohibition of child labor under the age of 16, and we work for equal rights and elimination of discrimination in employment. We pay regular salaries and provide adequate benefits, and invest in resources to help employees reach their full potential.

#### *5.2. Safety and health*

AURES Sp. z o.o. conducts business activities in a way that protects the health and safety of our employees, as well as contractors and visitors to our plants. We comply with all health and safety regulations as well as our own health and safety requirements. We are committed to continuous improvement of our performance and insist that all work, no matter how urgent, is carried out safely. All employees are required to comply with the company's health and safety regulations that apply to their positions.



Employees must also take precautions to protect themselves, their colleagues and visitors to our facility, and report any incidents or unsafe practices they notice to your manager. The OHS department provides employees with training, programs that enable them to perform their work safely, and develops and conducts processes in a way that guarantees safe working conditions.

#### *5.3. Respect for diversity*

We provide equal employment opportunities to all employees regardless of their personal characteristics, such as race, ethnicity, color, gender, age, disability, marital status, religion, etc. There is no place for illegal discrimination and retaliation against those who share concerns or participate in an investigation at AURES. This applies to the way we treat each other and everyone else we interact with.

#### *5.4. Harassment, mobbing and violence*

We all have the right to work in an environment free from violence, mobbing and harassment. We strongly oppose any sign of disrespect for another person, taking advantage of their inferior position or vulnerability, such as bullying, harassment, discrimination or undesirable behavior resulting in violation of the personal dignity of the aggrieved person. Supervisors are responsible for maintaining a work environment free from all forms of violence, and it is their duty to react quickly to investigate all allegations, in accordance with the regulations and our principles.

## 6. We want to be a responsible citizen of the global community

### 6.1 Environmental standards

We strive into Reduce Impact Our Activities on environment and Help protect resources natural. We adhere to all provisions about Protecting Environment. Always We improve Our Results by means of Limiting Quantities Waste Efficient exploitation Resources and Other Ways specific to Our Activities. Before Implementation Changes in Our Business — for example. before Taking Decision about Investment Evaluate their Impact on environment and we obtain all necessary permits and consents. All employees of AURES Sp. z o.o. They must comply with environmental regulations and internal requirements for their workplaces, as well as report all environmental incidents and violations. Supervisors must ensure that employees have access to the training and resources necessary to fulfill these responsibilities.



## 7. Doubts regarding compliance with the Code of Ethics

If an employee believes that his or her conduct or the conduct of other staff members has resulted in or may have resulted in a violation of the Code, applicable laws or Company policies, it is recommended that he or she report any Irregularities.

The procedure to be followed in the event of a breach or of a justified suspicion of a breach of the provisions of the Code of Ethics is presented in Appendix 1 to this Code of Ethics.

## Appendix No. 1 to the Code of Ethics

All employees of Aures Sp. z o.o. have the opportunity to inform about cases of violation or justified suspicion of violation of the provisions of the Code of Ethics. In the event of a justified suspicion of a violation of the provisions of the Code of Ethics, this fact should be immediately reported to your superior, a representative of the HR Department or the Ethics Representative, who informs the Management Board about it and forwards the matter to the Ethics Committee for consideration within 7 days of receiving the report from the employee. If a justified suspicion of a violation of the provisions of the Code of Ethics concerns the Ethics Representative, this fact should be reported directly to the Management Board, which refers the matter to the Ethics Committee, with the exception of the Ethics Representative. To report a violation of the Code, you can use one of the following methods:

- sending an e-mail to your supervisor or to the Ethics Officer at [kdulka@aures.pl](mailto:kdulka@aures.pl);
- sending a letter to the following address: Ethics Representative, to the following address: Mikołajczyka 50 41-200 Sosnowiec, with the note "confidential – violation of the code of ethics";
- reporting the matter orally directly to your supervisor or to the Ethics Representative,

The Ethics Officer and members of the Ethics Committee are obliged to protect personal data in accordance with applicable law and are obliged to confidentiality regarding information concerning all persons who decide to report a suspected violation of the provisions of the Code of Ethics. This protection does not include the possibility of disclosing the personal data of the reporting person if: they are presented to the Management Board as part of the performance of the duties of the Ethics Committee or the Ethics Representative set out in

Code of Ethics, as well as when it is necessary due to obligations resulting from the provisions of law.

The Ethics Committee considers all cases in accordance with the law, the Code of Ethics and the principles of social coexistence. As part of the consideration of the case, the Ethics Committee reviews the documents and conducts interviews with employees of Aures Sp. z o.o. or other persons related to the case.

The Ethics Committee shall draw up a written record of the proceedings, in which it describes the case and any findings made by the Ethics Committee and informs about the activities carried out. The minutes are accompanied by all documents prepared and collected as part of the proceedings and the decisions of the Ethics Committee. These protocols are kept by the Ethics Officer.

Then, after considering the case, the Ethics Committee issues a ruling in which it finds a violation of the Code of Ethics or no grounds for finding a violation of the Code of Ethics, and prepares a justification for the ruling. In the justification of the ruling, the Ethics Committee may issue recommendations on conduct in accordance with the Code of Ethics. The decision with the justification is issued to the persons concerned by the case. Within 7 days of receipt of the reasoned decision, the persons concerned may submit a request to the Ethics Committee for reconsideration of the case. The decision of the Ethics Commission issued as a result of the reconsideration of the case is final