

## CODE OF ETHICS

The foundation of our company's development is our clients' satisfaction.

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The Masterchem Logoplaste Sp. z o.o. (LLC) designs, manufactures and sells plastic preforms, packaging and closures. The foundation of our company's development is satisfaction of our clients, so we particularly take care of our products high quality. In order to provide efficiency with integrity requirements, the Masterchem Logoplaste Sp. z o.o. (LLC) has embraced three values:

**\* respect \* responsibility \* integrity**

Therefore, the Masterchem Logoplaste Sp. z o.o. (LLC) obliged itself to:

Ensure safety and health protection of all people involved in its operation, as well as safety of its own devices and facilities;

Protect natural environment, controlling dangers and reducing its impact on the person and the nature;

Develop competences of employees, appreciate their contribution, take care of life quality at work and pursue a constructive dialogue with employees and their representatives;

Prevent and eliminate from the professional life all cases of injustice or discrimination, as well as all cases of coercion, violence or mobbing;

Respect religion and beliefs of every person, as well as political, trade union and religious, with no special support to any of them;

Prevent frauds and corruption of any kind;

Listen carefully to the stakeholders: employees, clients, suppliers, partners, NGOs and authorities, as well as provide them with due information;

Not impose on the employee an aim contrary to ethical values and commitments of the company;

Guarantee, to every employee who has faced the situation contrary to ethical values and commitments of the company, a right to report this fact to the management or a designated person in the company or, if necessary or as a last resort to the Shareholders, with full discretion and without any risk of repression.

Guarantee freedom of assembly to employees

Not employ children

Comply with regulations related to work time, arising from the Employee Regulation

Every employee of Masterchem Logoplaste Sp. z o.o. obliges themselves to:

### **RESPECT ANOTHER PERSON**

Respect others (including the Stakeholders of the company and people from outside and not related to the company) and their rights, not show intolerance, not discriminate, not use physical or mental violence;

Base professional relations on careful listening, a dialogue, trust and team work;

Work in accordance with occupational safety and health rules;

Respect and protect privacy of colleagues, clients and third parties and comply with the procedures of personal data protection according to the law of the given country;

Benefit from freedom of speech in a work place in a way unharmed to values, safety and operation of the company or a corporate subsidiary.

### **ACT FAIRLY**

Use “zero tolerance” rule for any form of fraud and corruption;

Comply with limitations and norms applicable in the company in terms of accepting gifts and invitations;

Report to the superior or a person designated for this purpose in the company, or to the Shareholders, according to the procedure respecting privacy, every potential conflict between the employee’s personal interest (or their close person) and the interest of the company or its corporate subsidiary;

Not use for private purposes confidential information obtained in relation to the professional work.

### **PROTECT COMPANY PROPERTY**

Respect tangible and intangible assets of the property and try to use them as well as possible and at the lowest cost, excluding any use for private purposes which is forbidden or non-compliant with values and interests of the company;

Comply with established limitations in use of company’s means of communication and not convey contents which are offensive, defamatory or expressing lack of respect for another person;

Use responsibly the information obtained in relation to work and comply with safety and confidentiality rules, especially in terms of sensitive data;

Use responsibly all media, especially social media, not propagating any information which may be harmful to the personal safety, safety of the colleagues or the company’s interest.

### **RESPECT COMPANY’S STAKEHOLDERS**

Towards clients: to act fairly and honestly, responding to their needs, ascertaining as to quality and safety of the sold products or service and complying with consumer rights;

Towards suppliers: to act honestly and without bias, and within the contract to take care of common compliance with the company’s values and commitments

Towards public authorities: to perform all informative or lobby operations loyally and responsibly, excluding all corruption practice and complying with applicable rules.

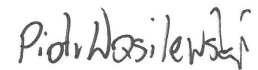
## ACT ETHICALLY

Use ethical standards of the Company and Logoplaste Group, trying to set an example by one's behaviour and promote the Code of Ethics at work and in professional relations.

### Final provisions

The person supervising the Code of Ethics on both content-related and executive level is **Piotr Wasilewski – the President of the Management Board**. Any comments, suggestions and complaints related to this Code and rules arising from it, must be filed according to the guidelines of the System for the Submission of Comments recorded in a separate document. The Code with the complimentary documents will be verified yearly during The Review of the Quality Management System.

*Piotr Wasilewski, the President of the Management Board, 18-12-2020*



*Approved (date, signature, stamp)*

