

CODE OF CONDUCT

An objective of a code of conduct is shaping a proper labour culture within the Formika Company as well as between the Formika and its surrounding.

The code includes principles of conduct for Formika Sp. Z o.o. Employees in the context of broadly understood professional and social ethics, which guarantee realization of the Company's mission and its development strategies, as well as customer satisfaction.

Our values and principles:



FORMIKA – RELIABLE PARTNER IN BUSINESS

We follow our mission in relations with both our Clients and our Suppliers and Employees.

We adopt a responsible attitude in the country in which we conduct our business. Through realization of our strategy and actions, and in the spirit of long-term development we want to contribute to the economic and social growth of the local community and the whole country. In particular, we undertake to observe tax regulations which are binding in Poland.

The relations we aim at building with our suppliers and clients are long-term and based on fair principles. We accomplish our business goals with respect for the rights and interests of our customers. In partner relations with our customers we place value on responsibility and trust. Every day we endeavour to provide them with professional and reliable service which is characterized by seriousness and respect.



PASSION FOR QUALITY

We put stress on quality in everything that we do or produce. This rule applies to each area of our activity. For us, quality means continuous improvement of our products and level of services provided through implementing modern technologies, making the management systems more effective and developing ethical work environment in line with aspirations of our clients, employees and other partners.



PROFESSIONALISM

We build our value on the professionalism of our employees as each of them aims at being a specialist in a particular area.

Our main principle in performance of all our tasks is the highest diligence and objectivity with desire to continuous improvement of our skills and professional qualifications.

We know our duties and we are aware of what our work involves.

Keeping abreast of progress in technology, we continuously invest in improvement of our employees' competences and qualifications.



RESPECT

We consider our firm to be an integral and responsible part of the society and community in which we function. Therefore, we unconditionally uphold the principles of

respect for the law and social rules as well as observance of Human Rights included in the Universal Declaration of Human Rights. Relationships between employees, irrespective of their job title, demonstrate a role model of decency, fairness, loyalty, mutual trust, respect and personal dignity. Every employee shall obey the rules of propriety, demonstrate high ethical and moral values, neatness, cleanliness, awareness of the general principles of social conduct and representation of the company's image.



EMPLOYEES

- ✓ There are no more important or less important position
- ✓ There is no "WE-THEY" attitude as it is inconsistent with ethical principles in business
- ✓ An employee shall be provided with development possibilities if it is intended to improve his or her skills and benefits the Company
- ✓ We hire employees in accordance with the provisions of Polish Labour Law
- ✓ We do not accept any form of discrimination, mobbing and harassment
- ✓ We do not employ juvenile persons
- ✓ We provide safe and healthy working environment for all our employees
- ✓ We reward our employees according to their performance
- ✓ We care about health of our employees
- ✓ We guarantee freedom of association
- ✓ We strive for work-life balance (we observe the employee's right to holidays)
- ✓ We respect privacy and protection of personal data (the employee's privacy is subject to confidentiality)



COMMUNICATION

We communicate with honesty, simplicity and directness. Open interpersonal communication, understanding of the strategies and goals of the company increases involvement in the tasks performed and improves operational efficiency. At the same time, communication shall proceed:

- ✓ in accordance with generally accepted principles of personal culture,
- ✓ with respect for another person,
- ✓ with a possibility for everyone to freely express themselves.



PROTECTION OF THE IMAGE AND GOOD REPUTE OF THE COMPANY

Each employee of Formika Sp. z o.o. shall protect the image and good repute of the Company within the scope of their function. In public speeches, interviews with journalists and other type of contact with third parties or media, each Employee shall be obliged to obey Formika's rules concerning communication of information outside the Company.



NO TOLERANCE FOR CORRUPTION

We decidedly condemn offering, transferring or handing, either indirectly or directly, of material or personal benefits to persons exercising public functions or undertaking business decisions in other entities, should these material or personal benefits be beyond the general accepted forms, in order to obtain or retain additional positive business decisions and/or actions.



RULES FOR BUSINESS TRIPS, BUSINESS EXPENSES AND MEETINGS WITH REPRESENTATIVES OF EXTERNAL ENTITIES

In external contacts, all Employees are obliged to protect the reputation of Formika as a professional and trustworthy organization. We also protect the components of the enterprise capital, which are at our disposal. When participating in business trips and making representative expenses, including the expenses made during business meetings, we proceed in a manner that is responsible, justified and fully compliant with the rules established in Formika Sp. z o.o.



ECOLOGICAL AWARENESS

We act in accordance with provisions on the protection of the environment established in our country and we comply with legal provisions on the protection of the natural environment.

We consciously reduce the impact of our activity on the natural environment by means of minimizing the consumption of natural resources and creation of waste resulting from our current activity.

We also do our best to promote ecological lifestyle among our employees by means of conducting campaigns encouraging them to actively protect the natural environment.



SOCIALLY RESPONSIBLE BUSINESS

As a socially responsible company we engage in social activity since the launch of our business. Our actions are mainly focused on supporting disadvantaged families and children.

We wanted to contribute to the improvement of the situation of families and children, which is why we created Formika for Children Foundation. Its goal is to support children and teenagers suffering from personal and economic hardships and giving them equal opportunities.
