

CODE OF ETHICS

The goal of this Code of Ethics is to shape the right workplace culture within Formika and between Formika and the environment it operates in.

The Code sets out the main rules of conduct of Employees of Formika Sp. z o.o. to the extent of broadly defined professional and social ethics, to enable the company to pursue its mission, implement its growth strategy, and ensure client satisfaction.

Our values and principles:



FORMIKA - A RELIABLE BUSINESS PARTNER

We act in accordance with our mission both in contacts with our Clients and Suppliers and Employees.

We act responsibly in the countries in which we operate. We implement our strategy and undertake efforts to ensure long-term development and to contribute to the social and economic growth of the country and the local community. In particular, we are committed to comply with Polish tax regulations.

Our goal is to build long-term relations with our suppliers and clients based on fairness and honesty. We pursue our business goals while caring for the rights and interests of our clients. Our partner relations with clients are driven by responsibility and trust. We try to ensure professional and reliable service every day, based on earnestness and respect.



PASSION FOR QUALITY

We place a strong emphasis on quality in everything we do and produce. This concerns all areas of our operations. For us high quality means the continuous improvement of our products and services by introducing new technologies, improving management systems, and shaping an ethical workplace, in line with the aspirations of our clients, employees and partners.



PROFESSIONALISM

We build the value of our organisation based on the professionalism of our employees, each of whom strives to become an expert in their respective field.

Our operations are driven by utmost diligence and objectivity, and we strive to continuously improve the skills and professional competences of our employees.

We know our responsibilities and the nature of our work.

We continuously improve the competences and skills of our employees by keeping up with technical and technological progress.



RESPECT

We see ourselves as an integral and responsible part of the society at large and the community we operate in, therefore we unconditionally follow the rule of law and the rules of social conduct. We also follow the universal human rights set out in the Universal

Declaration of Human Rights. Relations between Employees, regardless of their positions, set an example of good conduct, honesty, loyalty, mutual trust as well as respect for personal dignity.

Every Employee is obliged to demonstrate good personal manners, high ethical and moral standards, neatness and cleanliness while being aware of the general rules of social conduct and the fact that they are representing their company.



EMPLOYEES

- There are no less or more important positions.
- There is no division into "WE" and "THEY" as it is against the fundamental rules of business ethics.
- The Employee should be provided with development opportunities, if they are to improve their qualifications and benefit the company.
- We hire employees in compliance with the Polish Labour Code.
- We do not tolerate discrimination, mobbing and sexual harassment.
- We do not hire minors
- We provide safe and hygienic working conditions for all employees.
- We adequately remunerate Employees for their work.
- We care about our Employees' health.
- We guarantee freedom of employment.
- We try to maintain a work-life balance (we observe Employees' right to rest).
- We ensure privacy and personal data protection (Employees' privacy is confidential).



COMMUNICATION

We communicate in a sincere, simple and direct manner. Open interpersonal communication and understanding of the company's strategy and goals increase engagement in the performance of the assigned duties and improves operational effectiveness. At the same time the communication:

- ✓ complies with general personal manners,
- ✓ ensures respect for the other person,
- ✓ provides mutual freedom of speech.



PROTECTING THE COMPANY'S GOOD NAME AND IMAGE

Every employee of Formika Sp. z o.o. cares about protecting the company's good name and image, to the extent of the position held. Every Employee shall comply with Formika's rules of providing information externally in the event of speaking in public, talking to journalists, or another contact with third parties or the media.



ZERO TOLERANCE FOR CORRUPTION

We strongly condemn practices related to offering or giving, directly or indirectly, material or personal benefits to public officials or persons responsible for economic decisions in other entities, which go beyond commonly accepted forms, in order to obtain favourable decisions and/or behaviour.



RULES OF BUSINESS TRIPS, BUSINESS EXPENSES AND MEETINGS WITH REPRESENTATIVES OF THIRD PARTIES

In contacts with third parties all Employees shall look after Formika's reputation as a professional and trustworthy organisation. We also care for the company's assets entrusted to us. By taking part in business trips and incurring representation expenses, including those related to external meetings, we act in a responsible, reasonable and impeccable manner in line with the rules of Formika Sp. z o.o.



ENVIRONMENTAL AWARENESS

We act in compliance with environmental protection regulations in force in our country.

We knowingly reduce the impact of our business on the natural environment by minimising the consumption of natural resources and the production of waste resulting from ongoing operations. We also try to promote an ecological lifestyle among our employees by engaging in campaigns encouraging active involvement in protecting the natural environment.



SOCIALLY RESPONSIBLE BUSINESS

As a socially responsible company, we have engaged in social activities from the very start of our business. Our activities have focused mainly on helping families and children who are in a particularly difficult life situation.

Wanting to improve their situation, we established the Formika for Children Foundation, the goal of which is to help children and adolescents in a difficult life and material situation and provide them with equal opportunities.