



MEXEM Sp. z o.o.
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THE CODE OF CONDUCT of Mexem sp. z o.o

The Code of Conduct of Mexem Sp. z o.o. (MEXEM) is the foundation of our business and we expect our business partners to follow and promote it in their activities as well. Here we define the requirements that must be met by us, our business partners and their suppliers. We strive to develop and strengthen partnerships based on transparency, cooperation and mutual respect, which are to support the implementation of all aspects of sustainable development (ethical, environmental and economic).

The cooperation between MEXEM and our business partners is based on culture, trust, mutual respect, openness, a fair balance of mutual interests and equal opportunities. We believe that compliance with applicable regulations and the protection of social and environmental standards are the basis for a sustainable and successful cooperation.

I. HUMAN RIGHTS

HUMAN RIGHTS DECLARATION

Both we and our business partners conduct our activities in a manner that respects the human rights set out in the United Nations Declaration of Human Rights.

Additionally, we have introduced the following practices for employees:

- 1. WE ENSURE THE FREEDOM OF ASSOCIATION OF EMPLOYEES**
- 2. WE KEEP AN APPROPRIATE DOCUMENTATION OF THE EMPLOYMENT STATUS**
- 3. WE FOLLOW LEGAL PROCEDURES RELATED TO EMPLOYMENT, i.e. in particular, we do not use any form of slavery, forced or compulsory labor, or forced labor of prisoners.**
- 4. WE SUPERVISE NON-DISCRIMINATION AND FAIR TREATMENT** i.e. we promote and maintain a workplace where discrimination does not occur and we treat our employees fairly, with dignity and respect. We do not tolerate any form of physical, sexual, mental or verbal harassment or molestation.
- 5. WE DO NOT ALLOW CHILDREN WORK**, i.e. people below the minimum age of employment, as defined in the regulations in force in the country in which the plant is located, or in the absence of relevant regulations, below the minimum age for completion of education. It is forbidden to hire people under the age of 14, regardless of the minimum working age in the country.
- 6. WAGES AND BENEFITS** received by employees are lawful and include overtime wages, bonuses and equal pay for equal work, without discrimination of any kind. Any deduction of any amount from one's earnings as a result of disciplinary action is not allowed.



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II. WORKING ENVIRONMENT

All employees receive information and training on emergency planning and safe work procedures. It is essential to have a system to prevent, detect and respond to potential threats to the safety and health of all employees.

III. ENVIRONMENTAL PROTECTION MANAGEMENT

We are responsible for managing our environmental footprint, as well as evaluating and minimizing that impact. Specific areas of concern include air emissions, waste reduction and treatment, raw material recovery, water use and waste disposal and greenhouse gas emissions.

IV. BUSINESS ETHICS

1. COMPLIANCE WITH LAWS, i.e., we conduct our business in accordance with applicable laws and regulations in the countries and jurisdictions in which we conduct our business.

2. ANTI-CORRUPTION LAWS

It is forbidden to engage in any activity related to bribery, bribes, corruption, extortion or embezzlement. It is forbidden to take any action that may violate any applicable anti-corruption laws or cause their violation.

3. AUDITS AND ASSESSMENTS

We reserve the right to audit our suppliers for compliance with our Code. Audits are checks that involve interviews with employees and a review of the supplier's documents and business procedures. They are performed by Mexem or an approved auditor. If a violation of the Code is identified during the audit, suppliers should respond promptly to remedy the non-compliance.

4. BOOKS AND DOCUMENTS

Accurate and transparent keeping of books, documents and reports is required to demonstrate compliance with applicable laws, regulations and the Code.

5. CONFIDENTIALITY

Information is required to be protected by securing it, restricting access to it, and avoiding it being discussed or disclosed in public places.

6. COMPLAINT MECHANISM - PROTECTION OF PERSONS INFORMING ABOUT INTERNAL ABUSE

All actual or suspected violations of law, security, and provisions of the Code should be reported immediately.

In Mexem, information about violations can be submitted by e-mail to the following address: etyka@mexem.com.pl. This form ensures discretion to the employees who inform about internal abuses and will not allow retaliation against them.

- Pruszków, 2021-01-18 -