

# **CODE OF ETHICS and company values**



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## Introduction

The Code of Ethics is a set of moral requirements, rules, principles and ideals that should be followed by every employee, the company as a whole, in relation to the external and internal environment. It describes possible violations, provides guidance on identifying and resolving ethical issues, and explains how violations of ethical principles should be reported.

Code of Ethics, based on the core values of VS-MONT, s. r. o., is a tool that raises the standard of employee behavior, supports the development of ethics and corporate culture, helps to improve interpersonal relationships in the workplace and also contributes to improving the good name of VS-MONT, s.r.o.

The Code of Ethics is binding for all employees of VS-MONT, s.r.o. at all levels of company management. The company's management and employees in management positions behave in such a way that they are a model in the application and observance of the Code of Ethics.

We place business ethics and corporate social responsibility (CSR) at the forefront of all our business relationships, including relationships with our direct and indirect suppliers, knowing that they make a significant contribution to the success of our business. It goes without saying that we have very high procurement requirements; we expect our suppliers to share our commitment to being the best, innovative, efficient and focused on quality. Above all, we choose suppliers who share our strong commitment to ethical practices and who meet our standards for respect for human rights, health and safety, and the environment. This Supplier Code of Ethics (the "Code") sets out social responsibility requirements and how to ensure compliance. In return, we strive to be a fair and honest partner and firmly believe that relationships based on the core values of trust and honesty will be sustainable and beneficial for all.

The company VS-MONT, s.r.o. expects all suppliers, subcontractors, business partners, as well as others who enter into any cooperation with the Company, to act in accordance with general ethical principles, to comply with applicable laws and regulations, and to comply with this Code of Ethics.

All employees are required to act in accordance with this Code of Ethics, to adhere to its rules and to take care of their professional honor. When applying the code of ethics, all employees of VS-MONT, s.r.o. to comply with legislative standards. Ethical conduct and a good reputation are key to the successful long-term operation of the company in the market.



Milan Veteška  
Executive director

## VS-MONT, s. r. o. company values and principles

- We work for the long-term prosperity of the company and employees.
- We make decisions and act responsibly and honestly towards our employees, customers and other partners.
- Every employee is part of our team - working together we achieve better results
- We do everything for customer satisfaction.
- Decent expression of one's own opinion is a positive stimulus for improvement.
- We value our employees.
- We support the personal and professional growth of employees.
- We value the work of others and treat each other with respect and dignity.
- We respect the principles of good behavior. We emphasize personal responsibility.
- We are active and looking for ways to continuous improvement and innovation
- We care about protecting the environment.
- We do not tolerate discrimination of any kind.
- We adhere to occupational health and safety standards.
- We do not tolerate corrupt behavior.
- We are proud of our company.
- We reject all forms of child and forced labor.
- We want to be the best at what we do and how we do it.

## Our philosophy

### ***Our mission***

Our main mission is to provide customers with comprehensive solutions in the form of design, production and care of delivered products - superstructures for trucks, trailers and semi-trailers.

### ***Our priorities***

Our priority is customer satisfaction. We assess customer requirements and satisfy his needs. We are a problem-free supplier and we apply honesty and a fair approach in our own work and in relation to customers.

### ***Our goal***

Our goal was and is to gain the long-term trust of our customers and partners. We are open to new things and focus on the wishes of our customers and partners.

## Basic principles

- **Equal opportunities and fair treatment**

Relations between employers and employees, employees at all levels, are based on the respect and dignity of each person and on respect for fundamental human rights.

The company VS-MONT, s.r.o. is committed to protecting the moral integrity of its employees and guaranteeing their right to working conditions that respect the dignity of the individual.

With this in mind, VS-MONT, s.r.o. protect its employees from psychological violence and prevent any attitude or form of behavior that results in discrimination or endangers the individual, or his or her beliefs or personal priorities (eg attacks, threats, isolation or excessive invasion of privacy, professional restrictions).

It is the duty of every employee to create an atmosphere of mutual respect, decency, trust and belonging. In the company VS-MONT, s.r.o. no manifestations of physical, mental or sexual harassment are tolerated. Any other form of behavior or speech that could interfere with an individual's feelings is also prohibited.

The staff member shall not engage in any form of threat, intimidation or hostile action, in particular threatening, intimidation or hostile action based on race, color, sex, nationality, age, sexual orientation, number of years of service, medical condition, religious or political affiliation beliefs.

The employee may also not send, post or distribute in the workplace any material that is hostile to an individual or group due to race, color, sex, nationality, age, sexual orientation, years of service, health, religious or political beliefs, or engage in activities that harm another employee, business partner or third party representative.

An employee who believes that he or she has been the victim of harassment or any discrimination has the right to report this fact to the company's management, which will investigate whether there has been a breach of the Code of Ethics.

- **Non-discriminatory employment practices and the fight against bullying**

Each of us has an important role to play in ensuring that all our colleagues are treated with dignity and respect.

As an equal opportunities employer, we do not discriminate in recruitment, selection, remuneration, training, assignment, promotion, termination of employment or other employment activities according to race, color, nationality, religion, gender, age, ethnic or national origin, marital status, sexual orientation, gender identity, trade union membership or activity, or a person's current or former disability.

In the company VS-MONT, s.r.o diversity is seen as a competitive advantage that goes beyond differences of any kind and includes other characteristics such as different styles of thinking and working practices.

Employees are protected from harassment, coercion, intimidation, persecution, retaliation or www.vsmont.sk by discrimination for filing a complaint or assisting in the investigation. We do not tolerate harassment, bullying or illegal discrimination of any kind.

It is never acceptable to make unwelcome sexual advances or otherwise harass or bully any employee of VS-MONT, s.r.o., customer or supplier.

Also, jokes or depictions that denigrate specific groups are never acceptable (eg national or religious).

Our decision to employ people must be fair, impartial and fact-based.

- **Child and forced labor**

Company VS-MONT, s. r. o. strictly refuses all forms of child and forced labor. We also expect our partners, contractors and subcontractors to respect and protect human rights, not to tolerate forced labor and to refuse and participate in or benefit from the use of child labor.

Employees of VS-MONT, s.r.o. as well as its business partners, suppliers and subcontractors must abide by the UN Universal Declaration of Human Rights.

They must not engage in human trafficking; destroy, conceal, seize or otherwise deny an employee access to his or her identity documents or other personal documents; use misleading or deceptive practices in the employment of employees, such as concealing or materially distorting key employment conditions, including pay, employee benefits, place of work, living conditions, housing and related costs; not to provide a written employment contract, employment agreement or other necessary working document in a language which the staff member understands and where the provision of such an agreement is required by law or contract. All employees must have employment contracts or be covered by agreements specifying terms and conditions of employment to make it clear that the employee is employed voluntarily. All suppliers, subcontractors, business partners of VS-MONT s.r.o. are obliged to perform the method of prevention and prevention of child labor, which is stated in the document as a separate appendix to this code of ethics.

- **Wages and working hours**

Employees of VS-MONT, s.r.o they must not exceed the normal working hours stipulated by law and agreed in the employment contract.

At the same time VS-MONT, s.r.o. appropriately compensates for overtime, at least at the minimum level required by the State.

VS-MONT, s.r.o. complies with all applicable wage and working time laws and regulations, including those relating to the minimum wage, overtime, individual rates and other elements of financial and non-financial compensation, and will provide statutory benefits.

- **Respect for laws and competition rules**

Ensuring compliance with the law and compliance with relevant legislative standards are a priority of VS-MONT, s.r.o. The company is therefore committed to supporting and creating the necessary conditions to enable compliance by providing appropriate training and relevant information to its employees.

It is the duty of each employee to become familiar with and subsequently comply with legislative standards related to the performance of his work.

The company VS-MONT, s.r.o. pays particular attention to compliance with competition law in all its trade agreements and negotiations with third parties. It does not participate in illegal price agreements or in unlawful attempts to control market influence between competitors. The Company shall not refuse to provide information or conceal, misrepresent or delay the submission of any information required by regulatory authorities to carry out their control activities and shall cooperate properly with them.

The company VS-MONT, s.r.o. avoids contact with competitors who could create even the appearance of inappropriate agreements, whether in person, in writing, by telephone or by e-mail. We are careful when writing and speaking to avoid any statements that could be misinterpreted as indicating an intention to act in an anti-competitive manner.

The employee must not engage in any activities that would be contrary to the competition rules and should prevent even any indication of a possible infringement. If an employee has any doubts before performing any activity, he or she may request the expert opinion of the

company's management.

- **Protection of the good name of the company**

Good reputation is a basic intangible asset and a valuable business value of a company VS-MONT, s.r.o., for which we are all responsible together and without distinction. Through its behavior, actions, speech and appearance, each employee not only represents himself, but also acts as a representative of VS-MONT, s.r.o.

For this reason, every employee cares about its reputation and the protection of its interests, and therefore behaves in such a way that he never damages its reputation.

- **Social responsibility**

A responsible approach to the external environment and society is important to ensure and maintain the success and growth of VS-MONT, s.r.o. through its products and services, investments made, as well as in the position of employer VS-MONT, s.r.o. plays an important role in society and in the economy as a whole. Social adoption of VS-MONT, s.r.o. is important in all areas of its competence. The company VS-MONT, s.r.o. is aware that its activities can also have a direct and indirect impact on the conditions, economic and social development of society.

For these reasons, VS-MONT, s.r.o. strives to ensure that its performance and activities are carried out in an environmentally sound manner, respecting local values and society as a whole. Employees also proceed in this spirit in the performance of their work activities.

## Conflict of interest and anti-corruption activities

- **Corruption**

Corruption is a negative social phenomenon and an obstacle to the good functioning of society. It results in increased costs, reduced economic efficiency, is a sign of a lack of solidarity and can jeopardize the dignity and integrity of those who bear the consequences against their will. Therefore, VS-MONT, s.r.o. refuses and rejects corruption in any form, anytime, anywhere and under any circumstances.

In general, corruption refers to anti-social and illegal phenomena in the public and private sectors. This is a procedure which VS-MONT, s.r.o. does not tolerate. The company is convinced that success, sustainable results and growth will be achieved in fair competition thanks to its quality and valuable products and services.

VS-MONT, s.r.o. company fights with the will and determination of all employees at all levels and creates tools and conditions for a successful fight against corruption. Active corruption consists in conferring an advantage on another person with the intention of ensuring that that person acts or refrains from acting in breach of his obligations arising from his employment, profession, position or function, in particular to circumvent the decision-making mechanism (secure a permit, law, supply, trade, contract, etc.).

To make the company VS-MONT, s.r.o. it has maintained the trust of its partners, avoids all forms of corruption as well as activities that could be perceived as a form of corruption. It does not offer, promise or provide unlawful advantages in order to secure an advantage or to influence a decision in its favor.

Passive corruption consists in accepting an advantage whose consideration is to influence decision-making. The company VS-MONT, s.r.o. does not allow business decisions to influence the offers or promises of its partners in terms of providing illegal benefits, nor does it accept such offers. At the same time, it does not require illegal offers from its partners. It avoids giving the impression that business decisions could be influenced by such offers. None of the employees of VS-MONT, s.r.o. does not offer, promise or accept any illegal benefits that could subsequently influence business decisions. In the event of a promise, offer or request for bribes, employees are obliged to inform the company's management without undue delay through the communication channels designated for this purpose. The same applies if they become aware of facts indicative of corrupt behavior.

Company VS-MONT, s.r.o. also request zero tolerance from corruption from its partners, suppliers and subcontractors

- **Conflict of interests**

A conflict of interest represents a situation in which the personal interests or activities of an employee inappropriately influence or interfere with or could interfere with his work activity or effective performance for the company VS-MONT, s.r.o., or if the employee or a member of his family receives unjustified personal benefits as a result of the employee's position in the company. Involvement of employees in activities in which there is a conflict of interest, resp. in which there may be a conflict of interest is not permitted.

Employees must behave in an ethical manner and do not seek or accept any personal benefit to the detriment of the company. The company has the right to investigate suspicious relationships and inappropriate behavior of its employees.

As it is not possible to list all situations or relationships that create a current or potential conflict of interest, and each specific situation must be assessed separately, all circumstances that could

lead to a conflict of interest must be reported without delay.

If an employee finds a conflict of interest, he is obliged to inform his superior without undue delay and in a verifiable manner, who in accordance with the relevant procedures informs the company's management, which assesses whether there is a conflict of interest or not, taking into account the circumstances of the case. Failure by an employee to disclose circumstances that could give rise to a conflict of interest will in itself constitute a breach of these principles. Notification does not constitute a breach of the rules; on the contrary, it is a fulfillment of an obligation.

For example, a conflict of interest may arise in a situation where:

If an employee of VS-MONT, s.r.o. or a member of his family (spouse, parents, siblings or children of an employee or spouse) directly or indirectly:

is active in the same or a similar business activity as the activity which constitutes the principal activity of the company, or

owns a controlling interest in an enterprise that is in a business relationship or seeks to establish a business relationship with the company,

has a personal benefit from the sale, lease, purchase or other transactions in which the company acts as a participant.

During the employment relationship, the employee may not, without the prior written consent of VS-MONT, s.r.o. to carry out any gainful activity in accordance with the valid regulations, which is identical or similar with the subject of the company's activity. The term performance of a gainful activity means, in particular, an activity performed on the basis of an employment contract, a contract on work performed outside the employment relationship, or another contract or a business activity.

- **Gifts and rewards (gifts, favors, entertainment and other benefits)**

The term gift represents any kind of benefit, such as object, attention, discount on the price of services, respectively. products, hospitality, reimbursement of travel expenses and / or reimbursement of accommodation, invitation to a sports or cultural event, invitation to a trade fair, conference or educational event without payment of a participation fee, promise to obtain employment, etc.

The company VS-MONT, s.r.o. provides only such gifts and favors that cannot give the impression that a certain behavior, business or other decision is expected in return, or that would be contrary to the law, business practice or ethical codes of the partners with which VS-MONT, s.r.o. business or other legal relationships.

***Giving gifts, attentions, entertainment and other benefits ("gift")***

The company or employee may provide only a gift that does not go beyond the normal understanding of business practice and is appropriate to the circumstances. There must be no suspicion that the gift is made with the aim of influencing the person who is currently deciding or will decide in the affairs of VS-MONT, s.r.o.

It is especially important to consider this circumstance in relation to public authorities in the Slovak Republic or abroad. Gifts in the form of cash, purchase vouchers, shares, bonds, commissions or other monetary values are not permitted under any circumstances. Promotional items that the company donates to its partners are perceived as promoting the image and its



trade name. All gifts provided, with the exception of gifts of symbolic value, must be documented and approved in accordance with the procedures set out in the company's internal regulations.

### ***Accepting gifts***

Employees must never solicit donations. Employees may accept a gift only if in no case can there be a suspicion that the donor expects a certain behavior, resp. the decision of the donee as consideration. In case of doubt, especially if the donee is able to influence the business decision regarding the interests of the donor, the gift can be accepted only with the consent of the immediate superior. Gifts in the form of cash, purchase vouchers, shares, bonds, commissions or other monetary values are not permitted under any circumstances. An employee may accept a gift only if it does not go beyond the normal understanding of business practice and is appropriate to the circumstances. An employee shall not be permitted, in connection with his or her assignment, to be placed in a position where he or she will be required to remunerate a proven service or any other advantage offered, thereby impairing the objectivity and impartiality of his or her decisions.

If the employee subsequently finds that the gift violates the above rules, he informs his superior and returns the gift.

- **Sponsorship and donation**

Sponsorship is a contractual cooperation with an organization or organizer of a social event, which will provide support for the company's communication and marketing goals for an agreed financial fee.

By donation we mean the provision of a monetary or non-monetary gift serving to support non-profit purposes, while neither the recipient nor any other third party provides any reciprocal performance.

The company VS-MONT, s.r.o. is committed to its social responsibility and therefore supports initiatives through its activities, sponsorship and donation activities, in particular in the areas of: the environment, the social sphere, education, culture and sport. It implements them through events with guaranteed quality that meet specific local or regional needs. The company supports local initiatives in the area of its interests, in which local citizens and associations with which VS-MONT, s.r.o cooperates in planning its activities so as to maintain their original goal, content and effectiveness.

Granting sponsorship or donations must be as transparent as possible. The purpose and recipient of the sponsorship or gift, as well as the confirmation of receipt, are documented and must be verifiable at all times.

- **Political activities**

Pursuant to the Code of Ethics, the Company does not finance political parties, their candidates or their representatives. At the same time, the Company refrains from any direct or indirect pressure on politicians to promote its business interests, nor does it promote them through the membership of its employees in political parties.

The company VS-MONT, s.r.o. does not prevent employees from carrying out political activities. These activities are performed by employees exclusively as private individuals, not as representatives of the company. Political activity in the workplace and during working hours is not allowed. Political sympathy or membership of employees in a political party or political movement must not have any negative impact on the proper and fair performance of the company's employees.

## Relationships with internal and external environment

- **Relationship with employees / relations between co-workers**

The company VS-MONT, s.r.o. is aware as an employer that its employees represent the highest value for the company. Employee relations and relations between employees at all levels are based on respect and dignity for every human being and on respect for fundamental human rights.

The company VS-MONT, s.r.o. is focused on performance and is committed to achieving the best possible results by promoting and rewarding quality performance. In line with this focus, the company creates an environment that provides conditions for the personal and professional growth of its employees, especially through investments in the development of their skills, abilities and knowledge. At the same time, the company expects from its employees high personal standards in work performance, in employee relations, as well as in the field of safety and health protection.

In the company VS-MONT, s.r.o. a culture of open communication is maintained. Employees listen to others, discuss topics openly and professionally, actively seek the opinions of others, and by exchanging diverse opinions, they try to find the right solution.

When making decisions and solving problems, the company motivates employees to take their own initiative. Every employee can and should submit proposals that can contribute to improvement in any area of the company's activities.

We consider it a business imperative to build, celebrate and cultivate a corporate culture that is welcoming and provides equal opportunities for all. We treat people, whether internally or externally, with dignity and respect. We conduct communication between all levels of our employees openly and honestly, and such communication is subject to all legal and competitive restrictions.

Employees who have work-related concerns can use the open door procedures established by the company to address concerns fairly. These procedures are designed to assist employees who feel that the company's established policies and procedures have been violated or are not being used consistently, or who have other serious work-related concerns.

All employees are members of the VS-MONT s.r.o. team and each acts in accordance with the interests and priorities of that team.

- **Relationships with customers**

In its business activities, the company VS-MONT, s.r.o. applies an honest, fair and responsible approach to customers, considering the satisfaction of their needs and interests as a prerequisite for a successful and lasting business relationship. Customer relations are based on discretion, courtesy, without any favoritism or discrimination.

The Company uses only legitimate business methods and treats customer information as confidential.

VS-MONT, s.r.o. complies with the agreed business conditions. In case that, due to exceptional circumstances, it is unable to meet the agreed conditions, it initiates negotiations with a business partner as soon as possible with a view to finding an alternative solution.

Employees of VS-MONT, s.r.o are obliged to provide timely, complete, unbiased, truthful and comprehensible information about its products and services. They are not allowed to spread lies, concealment, exaggeration in advertising and other public appearances.

- **Relations with suppliers**

In its business activities, the company VS-MONT, s.r.o. applies an honest, fair and responsible approach to suppliers. Through the principles of mutual respect and trust, it creates mutually beneficial business relationships, based on discretion, courtesy, without any advantage or discrimination. VS-MONT, s.r.o. creates a level playing field and transparency for all its business partners, uses only legitimate business methods and treats information from suppliers as confidential.

For its business partners and their employees who perform activities on the premises of VS-MONT, s.r.o. creates a safe working environment.

VS-MONT, s.r.o. complies with the agreed business conditions.

In case that, due to exceptional circumstances, it is unable to meet the agreed conditions, it initiates negotiations with a business partner as soon as possible with a view to finding an alternative solution.

### **Supplier Code of Ethics**

Our company is committed to adhering to the highest levels of legal, ethical and moral standards established in the Code of Business Conduct.

In all our business agreements, we follow the principles of business ethics and corporate social responsibility (CSR). This also applies to agreements with our suppliers, whether direct or indirect, because we know that they are key partners on the road to the success of our company. We expect our suppliers to share our motivation to be the best, to innovate, to maximize efficiency and to achieve top quality.

This Supplier Code of Ethics (SCoC) sets out these CSR requirements and how we want to ensure compliance. In return, we will strive to be a fair and sincere partner firmly convinced that relationships built on trust and integrity will be sustainable and beneficial for all.

#### Supplier requirements.

Here are four areas where we need support and commitment:

- Human rights
- Promote and respect the protection of human rights within their areas of responsibility.
- Respect freedom of association and effectively recognize the right to collective bargaining by employees.
- Prevent any form of modern-day slavery, including the following:
  - Forced labor
  - Usefulness
  - Exploitation
  - Child labor
- To promote the principles of equality, fairness, inclusion and respect in recruitment and selection.
  - Health and safety
- At the very least, comply with all applicable health and safety laws.
- Continuously improve health and safety performance towards industry best practice.

#### Environmental sustainability

- At a minimum, comply with all applicable environmental laws.
- To support a proactive approach to environmental challenges, including the following:
  - Energy optimization
  - Resource efficiency
  - Waste management and recycling
- *Business integrity*

- Follow the concepts, principles and recommendations in the OECD Guidelines for International Business

- Comply with all applicable laws:

- General EU rules and requirements for data protection
- Anti-corruption measures

#### Security procedures:

We will regularly communicate our supplier's code of ethics with all our suppliers. If the risk profile increases, we adequately enhance our security processes through one or more of the following methods:

- Direct communication and confirmation by the supplier
- Specific contractual clauses
- Completion of the SCoC questionnaire
- Corrective action plans

We will continuously monitor the implementation of this code and its further improvement will lead to even better practices.

- **Relations with institutions**

All relations with Slovak or international institutions are based on the need to evaluate the impact of legislative and administrative measures on the company VS-MONT, s. r. o., from the necessity of cooperation with regulatory bodies (requests, decisions, questions, etc.) and from the need to get them acquainted with the company's opinion on relevant topics.

The company VS-MONT, s.r.o. in relation to public institutions, is managed in accordance with legal and ethical principles and procedures, does not create scope for unlawful support, incitement or undue influence that could jeopardize the reputation of society.

Employees authorized to act in the company's relations with public institutions are obliged to act in accordance with the law and morals in such a way as to avoid even a hint of any inappropriate behavior. Staff in communication with the institutions are obliged to provide truthful, comprehensible and timely information to an appropriate extent.

- **Relations with company owners**

The company VS-MONT, p. r. about. conducts its business activities in such a way as to protect economic and financial performance and further increase its value in order to provide its owners with an appropriate remuneration for the risk associated with investing capital in the company. Senior employees of VS-MONT, p. r. about. apply a system of organization and management based on standards of transparency and fairness. This system of organization and management is in accordance with the legislation of the Slovak Republic and at the same time in accordance with international practice.

- **Communication with the public**

The company VS-MONT, s.r.o. respects and adheres the principles of freedom of expression, media independence and the protection of individual and access rights to information. In accordance with the setting of its communication policy, the company is committed to providing complete, unbiased, understandable information published at the right time.

Only authorized persons may act on behalf of the company.

An employee who wishes to speak, publish or participate in discussions related to the company or the subject of its activities must obtain the consent of an authorized superior, except in cases specified by generally binding regulations. Employees are obliged to immediately address all requests for communication with the external environment to the company's management.

## Protection and confidentiality of information

- **Protection of personal data and privacy**

The company VS-MONT, s.r.o. respects and protects the personal data of all persons whose data is available to it. Personal data are obtained exclusively with the consent of the data subject, for a defined or established purpose and processed only to the extent necessary to achieve the purpose of their processing in accordance with internal procedures and generally binding legal regulations of the Slovak Republic. Only employees who need to know them due to their job classification have access to personal data.

The right to privacy of employees of VS-MONT, s.r.o. is respected by the application of generally binding legal regulations of the Slovak Republic. It is forbidden to examine data concerning the private life of employees.

Employees are not permitted to engage in conduct that could lead to the illegal use of personal data and privacy information, including their use by any other persons who are not authorized to do so.

- **Information protection, confidentiality and secrecy**

The term confidential information includes all non-public information that could be used by competitors or the disclosure of which could harm society.

The company VS-MONT, s.r.o. protects the confidentiality of financial, operational, business and other information that belongs to it or is related to its business activities.

Employees must maintain the confidentiality of confidential information entrusted to them by the Company, unless disclosure is authorized or mandatory under applicable law. Employees may not use this information for their own benefit or for the benefit of any other person.

In order to ensure the protection of confidential information, each employee of the company is required to protect its interests, ie. the employee must not disclose information from inside the company in an external environment, during personal and telephone conversations taking place in public, maintains the confidentiality of such information and protects company documents from the possibility of unauthorized access by unauthorized persons.

If it is necessary to provide information to an external partner in an effort to ensure the fulfillment of the task, the employee is entitled to provide only the necessary information, while he is obliged to notify the external partner of the sensitivity and degree of confidentiality of the information provided. The obligation to protect information belonging to VS-MONT, s.r.o. also applies to employees who have terminated their employment with the company.

- **Reporting - financial statements**

All records and statements of the company VS-MONT, s.r.o. are prepared accurately, on time, in a comprehensible, comparable and factual manner. They are in accordance with generally binding legal regulations of the Slovak Republic and internal regulations of the company VS-MONT, s.r.o.

Employees are required to cooperate in financial reporting activities so that records of business transactions are always current, complete and reflect the true state of affairs.

## Safety and protection of health, the environment and property

- **Health and safety protection**

Safety and health protection of employees at work (OSH) are for VS-MONT, s.r.o. paramount. The company therefore places great emphasis on compliance with and support of the rules and principles related to it, applies fire protection regulations (OPP), creates and provides a safe working environment, develops awareness of possible risks, makes efforts to eliminate them and supports responsible employee behavior.

The company conducts its business activities safely, based on responsible and safe preparation of each activity, systematic prevention, but also the implementation of necessary sanctions and sanctions in order to maintain occupational safety to ensure the safety and health of its employees and the interests of other stakeholders. He applies these principles not only within the company, but also in cooperation with other stakeholders who participate in its activities. The company creates the conditions for each employee to be acquainted with the applicable safety regulations, as well as regulations concerning health protection and fire protection. Every employee is obliged to comply with these regulations.

Each employee shall act in such a way that he or she or others are not endangered by health or life, in particular by the use of prescribed personal protective equipment which is capable of performing his or her duties properly. ensures that other employees and other persons located on the company's premises do the same. In the event of the identification of dangerous or unhealthy working conditions, the employee is obliged to report them immediately to the relevant supervisor in order to quickly and effectively prevent possible dangers and limit damage.

The company is committed to regularly educating employees about workplace safety through systematic health and safety training.

- **Alcohol and drug abuse**

Consumption of alcohol, use of drugs or other narcotics is strictly prohibited in all workplaces, premises and vehicles of the company. At the same time, starting work under the influence of alcohol, drugs or other narcotics is not acceptable. The employee must also not encourage others to use these substances during working hours. The company VS-MONT, s.r.o. will help employees who experience problems with alcohol or drug abuse. Employees can seek help voluntarily or on the recommendation of their managers or supervisors. The aim is to address the problem before it threatens health, performance or employability.

- **Environmental issues / commitments to the environment**

The company VS-MONT, s.r.o. is committed to the protection of the environment and, with due regard for the rights of future generations, seeks to strike a balance between economic and environmental interests in its business activities. In order to comply with this commitment, the company takes preventive measures to reduce environmental risks and seeks to remove, resp. eliminate the impact of its business activities on the environment by complying with generally binding legal regulations and professional practices in the subject of your business. VS-MONT, s.r.o. seeks to make the objectives and results of its environmental activities known to its employees, business partners, regulatory authorities and the general public. It is the duty of each employee to comply with all applicable environmental regulations.

By educating in the field of the environment, the company increases the environmental awareness of all employees.

Every employee is obliged to become acquainted with the adverse effects of his work on the environment and to carry it out with regard to the environment and established procedures. VS-MONT, s.r.o. controls and maintains its operations to prevent unacceptable risk and to provide safe products and services. It develops and implements safety preparedness programs and is committed to complying with government regulations and environmental, health and safety standards.

If an employee becomes aware of any actual or potential adverse effects on the environment caused by the company's operations, he or she should immediately notify the appropriate supervisor so that corrective action can be taken immediately.

- **Use of company property and its protection**

Every employee is obliged to protect and effectively use all tangible and intangible assets of VS-MONT, s.r.o. Use for non-work purposes must be in accordance with the company's internal regulations. An employee who finds out or believes that the measures to protect the company's assets are not sufficient, must notify his / her superior, resp. the person who has the opportunity to make amends in that case. The same applies in the event of a theft or attempted theft, copyright infringement, sabotage or other damage to the company's property interests.

The company uses only legally acquired intangible and tangible assets for its business activities.

## Application and notification

- **Adherence to the code of ethics / ensuring compliance**

Code of Ethics of VS-MONT, s.r.o.. applies to all employees of the company, including the management and owners of the company. All employees of VS-MONT, s.r.o. realize that violations of the code of ethics undermine trust in society. All employees are expected to become familiar with this Code of Ethics and to adhere to and apply the principles set out in it in the course of their day-to-day work.

In order to ensure this obligation, a copy of the code of ethics will be distributed to every employee of VS-MONT, s.r.o. and will also be available for inspection at all of the company's operations.

Managers are expected to actively participate in the implementation and enforcement of the code of ethics. They are responsible for ensuring that employees subordinate to them are familiar with the content of the code of ethics and act according to its principles during their daily work.

The company VS-MONT, s.r.o. expects its partners, together with its employees, to adhere to this code and to further develop its principles.

- **Reporting non-compliance with the code of ethics**

The Company's employees are obliged to report without undue delay any breach or suspected breach of the Code of Ethics to the Company's management, which is responsible for analyzing the report and taking all necessary steps to clarify the case. Notifications of violations or suspected violations of the Code of Ethics (by both the employee and the external partner) can be made through communication channels established by the company.

***Notifications can be sent / delivered:***

- in the form of a letter to the address: VS-MONT, s. r. o., Code of ethics, 020 55 Lazy pod Makytou 1030
- via email to the address: [vsmont@vsmont.sk](mailto:vsmont@vsmont.sk)
- in person and discussed with the company's management.

An employee who reports a suspected violation of this Code will not be sanctioned or disadvantaged in any way.

The company VS-MONT, s.r.o.. undertakes to maintain confidentiality in connection with the identity of the individual who provided the notification and, until the notification is clarified, also in connection with the identity of the person against whom the notification is directed (except in cases provided by generally binding legal regulations of the Slovak Republic).

At the same time, it takes measures to protect these persons from possible discrimination or other forms of negative consequences associated with the reporting of violations, resp. suspected breach of the code of ethics.

Any manifestly false statement made with the intent to harm another employee will be considered a violation of the Code of Ethics.

The responsible employee submits to the management of VS-MONT, s.r.o. reports on complaints, infringements and the action taken as a result.

At the same time, the responsible manager provides advice to employees in cases that the Code of Ethics does not describe in sufficient detail. Employees may use all communication channels



for notifications when asking questions or asking for clarification. They may also seek clarification and advice from their immediate superior.

The culture of the company VS-MONT,s.r.o. it is based on the principles of trust and mutual respect, not on regulations and control. Any behavior that could lead to a breach of trust and mutual respect will be rigorously assessed and will have consequences.

- **Reporting non-compliance with the supplier code**

*Notifications can be sent / delivered:*

- in the form of a letter to the address: VS-MONT, s. r. o., Code of ethics, 020 55 Lazy pod Makytou 1030
  - via email to the address: [vsmont@vsmont.sk](mailto:vsmont@vsmont.sk)
- in person and discussed with the company's management.

## Method of child labor prevention

The company VS-MONT, s.r.o. notes the existence of child labor in different countries. However, VS-MONT, s.r.o. does not accept child labor, and actively takes action against it. The complexity of the child labor problem requires a consistent, long-term effort to create broad-spectrum and sustained development activities in order to achieve our goal of ensuring that no materials and products supplied to VS-MONT, s.r.o were not products of child labor.

- **General principles**

***Company VS-MONT, s. r. o.. doesn't accept child labor.***

The company VS-MONT, s.r.o. supported by the United Nations (UN) Convention on the Rights of the Child (1989) and this method of preventing child labor is established on the basis of this Convention, which states:

- "All actions concerning the child shall be fully in his or her best interests. "Article 3."
- The right of the child to protection against economic exploitation and against the performance of any work which may be dangerous to him or hinder his or her education or which would harm the child's health or his or her physical, mental, spiritual, moral or social development". article 32.1.

In addition, this code is established in cooperation with the International Labor Organization (ILO).

Minimum Age Convention No. 138 (1973). Under this Convention, the word "child" is defined as any person below the age of fifteen (15) years, unless local law provides for a higher age for work or compulsory schooling, in which case a higher age is counted.

However, if the local minimum in working age is set at fourteen (14) years in accordance with the exceptions for developing countries, a lower age will apply.

This code also contains the International Labor Organization Convention concerning the Worst Forms of Child Labor No. 182 (1999).

- **Implementation**

All activities to prevent child labor must be carried out with the best interests of the child in mind. The company VS-MONT, s.r.o. requires all suppliers to recognize the UN Convention on the Rights of the Child and to comply with national and international laws, regulations and rules in force in the country of production.

Suppliers are obliged to take appropriate measures to prevent any child labor at the place of production and from their subcontractors. If child labor occurs at any point in the production, VS-MONT, s.r.o. require the supplier to implement a plan of remedial measures. If the corrective action is not taken within the agreed period, or if there is a repeated violation, VS-MONT, s. r. o. all activities with the relevant supplier. The corrective action plan must meet the best interests of the child, ie respect the family and social situation and the level of education.

Care must be taken not only to shift child labor from one manufacturer to another, but also to more viable and sustainable alternatives for child development.

The Contractor must effectively communicate to all of his subcontractors, as well as to his own employees, the meaning and content of the "Child Labor Prevention Code" and ensure that all necessary measures are taken in accordance with it.

- **Young workers**

The company VS-MONT, s.r.o. supports the legal employment of young workers. Young workers of legal working age have the right, up to the age of 18, to be protected from any kind of employment or work which, by its nature or the circumstances in which it is performed, could endanger their health, safety or morals.

The company VS-MONT, s.r.o. therefore requires all its suppliers to ensure that young workers are protected in accordance with the law, including measures to prevent hazardous work, night shifts and ensure minimum wages. Limits for working hours and overtime should be set taking into account the young age of the workers.

- **Labor force register**

The supplier is obliged to keep documentation verifying the date of birth of each employee. In countries where such official documents are not available, the supplier must use appropriate assessment methods according to local customs and law.

- **Monitoring**

All suppliers are obliged to notify VS-MONT,s.r.o. in all circumstances all production sites (including their subcontractors). Any undisclosed production centers found would violate this Code of Conduct.

The company VS-MONT,s.r.o. reserves the right to carry out unannounced visits at any time at all points of production (including subcontractors) of materials and goods intended for delivery to VS-MONT, s.r.o.

The company VS-MONT, s.r.o. further reserves the right to assign, at its own discretion, an independent third party to carry out inspections in order to ensure compliance with the "Method of Preventing Child Labor".