

CODE OF CONDUCT

The following requirements concerning Corporate Social Responsibility and Compliance shall apply for all employees, suppliers and other parties working with Glatec EOOD:

1. Laws and Regulations

It is mandatory that the applicable laws and regulations of the countries where the business is conducted are complied with.

2. Ethical Business Conduct

Any form of corruption or bribery, as well as unfair business practices is prohibited. This is valid for active as well as passive bribery.

3. Human rights

The Supplier The internationally proclaimed human rights shall be respected and protected, as well as ensured that no human rights are violated along the supply chain, in particular with regard to compliance with international treaties and national laws on trade in conflict minerals and other natural resources.

4. Forced labour

Forced labour of any form is forbidden. This includes forced prison labour, bonded labour, or otherwise.

5. Child labour

Child labour of any form is forbidden. Unless local law stipulates a higher age limit, no children of school age or person younger than 16 (except as provided for by the ILO convention No. 138) shall be employed. Workers under the age of 18 shall not perform hazardous work and may be restricted from night work with consideration given to educational needs.

6. Harassment

The personal dignity, privacy and personal rights of every individual have to be respected. Employees shall not be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

7. Compensation

Wages, including overtime or benefits, shall equal or exceed the level required by applicable laws and regulations.

8. Working hours

Unless national regulations require less maximum hours of work and except under extraordinary business circumstances, employees shall not, on a regularly scheduled basis, be required to work a standard work week of more than 40 hours per week or a total work week of more than 56 hours (including overtime and total calculation of working time). Employees shall be provided at least one day off in every seven-day period, except in extraordinary business circumstances.

9. Non-discrimination

All employees shall be treated strictly according to their abilities and qualifications in any employment decision, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination. Under no circumstances shall employees be discriminated for racist reasons or on the grounds of colour, nationality, social or ethnic origin, disability, sexual orientation, political or religious opinion, sex or age.

10. Health and Safety

It is mandatory to provide a safe and healthy working environment to prevent accidents and injury.

It is mandatory to comply with the rules on safety at work according to the legislation in force, and it is advisable to implement and apply existing standards in the field of health and safety at work.

11. Freedom of association and collective bargaining

It is mandatory to respect the legal rights of employees to freedom of association and collective bargaining.

12. Environment

It is mandatory to comply with environmental regulations and standards applicable to their operations, and to observe environmentally conscious practices in all locations where activity is conducted. Environmental pollution shall be minimized and environmental protection shall be improved continuously.

It is advisable that an environmental management system according to ISO 14001 or any equal system is implemented.

13. Supply chain

It is necessary that all sub suppliers recognize and respect the requirements of this Code of Conduct.

This Code of Conduct was adopted and shall enter into force on the 1st August 2017.

Kostievo, 1st August 2017