

Recomedic



Principles - code of conduct
at Recomedic Damian Mącznik Sp. k.

„Code of conduct”

Jawor, 03.10.2022

Ladies and Gentlemen!

our organization builds the future on the foundations of professionalism and honesty, which is why these activities are reflected in this code of ethical principles and conduct that our employees and cooperators should follow. We want to be sure that every decision we make results from a sense of ethical responsibility and respect for laws and regulations.

At the same time, we want to guarantee our clients that the services we provide are safe, environmentally friendly and socially and economically acceptable. The ethics of our operations also applies to such issues as respecting social and religious differences and cultural traditions of the countries and circles in which we conduct our business.

As a company, we are fully aware that all actions that violate the law and ethical principles are contrary to our values, which is why we undertake to comply with them and conduct business in a transparent manner, in accordance with applicable law, and we expect the same attitudes from our business partners. We expect all provisions of this document to be respected.



Damian Mącznik
Chairman of the Board

OBJECTIVE

The purpose of this Code is to define the organization's policy on diversity resulting from socio-economic, political, religious, emotional, gender and physical, as well as psychological situations. The "Code of conduct" is a list of standards and principles that should be followed by all employees as well as business partners. At Recomedic, we promote decent working conditions and environmental standards. The scope of application applies to the entire organization and all areas of activity. This document defines the key values that we follow in our daily work. The principles contained therein cover such issues as: human rights, employee rights, protection of the environment/resources and health, protection of company assets, counteracting corruption and avoiding conflicts, including conflicts of interest, and also refer to the rules of use and conduct in social media.

RANGE

The scope includes documenting the guidelines of conduct required by Recomedic in order to maintain a high level of ethnic business behavior by all employees and contractors.

PRINCIPLES - CODE

These Principles - Code contain guidelines and rules of conduct that apply to all employees and subcontractors in all areas of activity. The principles have been developed based on the basic values that guide the organization and the guidelines contained in the universal principles of the UN "Global Compact".

1. HUMAN RIGHTS

Our company does not tolerate any form of humiliation, harassment or other forms of discrimination based on race or other ethnic affiliation, gender, religious beliefs or beliefs.

2. CHILD LABOR AND FORCED LABOR (ILO Conventions 29, 105, 138 and 182)

We are committed within our means to respect and reject all forms of forced labour. We also do not tolerate any form of child labor and, in accordance with the guidelines of the International Labor Organization, we strictly comply with the law in this respect as well as with regard to national regulations.

3. WORK AND EMPLOYMENT

Obligations towards employees arising from international conventions, national laws and regulations regarding regular employment cannot be avoided by the use of short-term contracts (such as contract work, casual work or day work), including subcontractors. All employees have the right to conclude an employment contract in a language they understand. The duration and content of apprenticeship programs must be clearly defined.

4. WAGES (ILO Convention No. 131)

Benefits paid for a standard work week must meet at least national legal standards or industry benchmarks, whichever is higher. Wages should always be sufficient to meet basic needs, including some discretionary income. All employees receive a written and understandable agreement setting out their pay conditions and payment method before taking up employment. Wage garnishment as a disciplinary measure is not allowed.

5. WORKING HOURS (ILO Conventions 1 and 14)

Working hours must comply with national regulations and benchmark industry standards and no more than applicable international standards. Weekly working hours should not regularly exceed 48 hours. The recommended maximum number of overtime hours is 12 hours per week, i.e. the total working week including overtime hours may not exceed 60 hours. Exceptions to this rule are accepted where regulated by a collective bargaining agreement.

Employees always receive overtime pay for all hours worked in excess of normal working hours in accordance with the relevant legislation.

6. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING (ILO Conventions 87, 98, 135 and 154)

Workers, without distinction, have the right to join or form trade unions of their choice and to bargain collectively. The employer may not interfere, hinder the formation of trade unions or collective bargaining. Employee representatives must not be discriminated against and have access to perform their representative functions in the workplace. Where the right to freedom of association and/or collective bargaining is restricted by law, the employer should facilitate, not hinder, the development of alternative forms of independent and free representation and bargaining of workers.

7. EQUAL OPPORTUNITIES

Professional development and qualifications are based on personal work results. We strive to support and develop the potential of our employees through a system of training and professional development.

There is no discrimination in the recruitment of employees, remuneration, access to training, promotions, dismissals and pensions on the grounds of race, caste, nationality, religion, age, disability, gender, marital status, sexual orientation, trade union membership, political beliefs, pregnancy, parenthood, HIV infection.

8. CORRUPTION AND CONFLICT OF INTEREST

We do not tolerate any form of corruption, including bribery, extortion, kickbacks and improper private, professional advantages from/to customers, agents, contractors, suppliers, employees or government officials. An employee may not use his position in the company for personal gain or take any outside action.

employment that would interfere with his job at the company. Recomedic expects its employees to comply with these rules and resolve any ambiguities by asking their supervisor for advice, and when required, obtaining the consent of the Company.

9. OHS AREA (ILO conventions 155 and 164)

As part of our quality system, which includes the ISO13485 and ISO9001 management systems, we set our own standards that go beyond the existing framework, the purpose of which is to improve work safety and reduce occupational risk. The tasks of our employees include keeping the workplace neat and tidy - the 5S System.

The working environment should be safe and hygienic, taking into account prevailing knowledge of the industry and any specific hazards. Hazardous chemicals and other substances are carefully managed. Appropriate steps are taken to prevent accidents and injuries arising from/related to or occurring in the course of work by minimizing, to the extent reasonably practicable, Employees receive regular and documented occupational health and safety training, and such training repeated for new or transferred employees.

10. SOCIAL MEDIA

Employees should be aware of the impact that their activities in social media may have on their image, as well as on the image of Recomedic. Employees may not post material that is inappropriate or harmful to Recomedic, its employees or clients. This includes not posting comments, content or images that are defamatory, discriminatory, harassing, harmful or in any way likely to create a hostile work environment. Employees may not post, post or disclose any

information that is considered confidential or non-public. In cases where social media activity generates press, media interest or legal questions about.

Recomedic employees should direct these inquiries to the management of the company.

Private use of social media should not interfere with the duties and responsibilities of the employee. Employees should not use company computers for private activities in social media and Recomedic is not responsible for any repercussions regarding content that an employee may generate.

11. ENVIRONMENTAL PROTECTION

Measures are taken throughout the value chain to minimize adverse impacts on human health and the environment. This includes minimizing pollution, promoting efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site must not be exploited or degraded.

SUMMARY

Each employee of the company must be sure that he knows and performs his duties in accordance with them and the requirements contained in the Recomedic Code of Conduct, and applicable laws and regulations. Management is also responsible for communicating the Code of Conduct and providing guidance on interpretation and application.

We encourage employees to raise concerns by contacting:

- Your manager
- Human Resources representative
- Any member of the Groups