

# KODEKS RAVNANJA V SKUPINI PLASTIKA SKAZA



|   |          |
|---|----------|
| <b>UVOD</b>   | <b>3</b> |
| <b>NAMEN</b>  | <b>3</b> |
| <b>1. TEMELJNE VREDNOTE</b>                                 | <b>3</b> |
| 1.1 Temeljne vrednote podjetja Plastika Skaza               | 3        |
| <b>2. TEMELJNA NAČELA</b>                                   | <b>4</b> |
| 2.1 Zaposleni   | 4        |
| 2.2 Varnost in zdravje pri delu                             | 4        |
| 2.3 Prepoved diskriminacije in trpinčenja na delovnem mestu | 4        |
| 2.4 Kakovost  | 5        |
| 2.5 Varovanje okolja  | 5        |
| 2.6 Družbena odgovornost                                    | 5        |
| <b>3. KORPORATIVNA INTEGRITETA</b>                          | <b>5</b> |
| 3.1 Poštenost, preglednost poslovanja                       | 5        |
| 3.2 Konflikt interesov                                      | 6        |
| 3.3 Zasebnost in varstvo podatkov                           | 6        |
| 3.4 Varovanje poslovnih skrivnosti                          | 6        |
| 3.5 Uporaba sredstev podjetja                               | 7        |
| 3.6 Konkurenčno delovanje                                   | 7        |
| 3.7 Zaupnost in intelektualna lastnina                      | 7        |
| 3.8 Donacije, sponzorstva, politične stranke                | 7        |
| 3.9 Darila in gostoljubje                                   | 8        |
| 3.10 Podkupovanje   | 8        |
| 3.11 Informacijska varnost                                  | 8        |
| 3.12 Naši partnerji   | 9        |
| <b>4. POROČANJE O KRŠITVAH</b>                              | <b>9</b> |
| <b>5. ZAKLJUČEK</b>   | <b>9</b> |

# VSEBINA



# UVOD

V skupini Plastika Skaza (v nadaljevanju Plastika Skaza) smo zavezani ohranjanju najvišjih standardov integritete, profesionalnosti in etičnega ravnanja v vseh vidikih našega poslovanja.

Načela kodeksa predstavljajo standarde ravnanja, vodenja in upravljanja, ki skupaj oblikujejo našo poslovno kulturo in normo odličnosti, izvajano v Plastika Skaza. Ti standardi so ključnega pomena za etično in trajnostno rast podjetja.

Vsi zaposleni v Plastiki Skaza in naši zunanji partnerji se zavezujemo k spoštovanju kodeksa in se z njim strinjamo. Skladnost z načeli kodeksa je pogoj za nadaljevanje obstoječega poslovnega odnosa ali vzpostavitve novih partnerstev, včasih pa tudi zahteva dopolnitev pogodb v tem kontekstu.

V Plastiki Skaza si prizadevamo obveščati vse, s katerimi imamo obstoječi ali šele vzpostavljeni poslovni odnos, o upoštevanju kodeksa. Načela kodeksa aktivno promoviramo in izvajamo tudi v naši dobaviteljski verigi.

Na delovnem mestu je ključno, da zaposleni upoštevamo tako smernice in pravila, določena v tem kodeksu, kot tudi predpise pravnega sistema, ki urejajo naše delovno okolje, določila kolektivnih pogodb in notranja pravila vedenja in ravnanja.

Vodilni in vodstveni delavci v Plastiki Skaza morajo biti zgled drugim. S tem dokazujejo, da je spoštovanje etičnega kodeksa temelj našega vsakdanjega dela, poslovni uspeh pa je tesno povezan z upoštevanjem načel, ki jih kodeks postavlja.

## NAMEN

Namen tega Kodeksa je zagotoviti jasna načela, ki spodbujajo odgovorno ravnanje, spoštovanje zakonodaje in etične prakse. Ta Kodeks velja za vse zaposlene, pogodbenike, dobavitelje in poslovne partnerje, povezane s podjetjem Plastika Skaza.

## 1. TEMELJNE VREDNOTE

### 1.1 Temeljne vrednote podjetja Plastika Skaza

V podjetju Plastika Skaza d.o.o. trdno sledimo naslednjim temeljnim vrednotam, ki definirajo naš pristop k poslovanju in nas vodijo proti svetlejši in bolj trajnostni prihodnosti:

**Delujemo ODGOVORNO** do sebe, sodelavcev, podjetja, okolja in celotne družbe.

**Izzive rešujemo POGUMNO**, z iskanjem navdihujočih rešitev.

**Z NAPREDKOM** izboljšujemo kakovost storitev, izdelkov in delovanja.

**V materiale, procese in delovno okolje vpeljujemo TRAJNOST.**

**S čvrstim povezovanjem na različnih projektih izboljšujemo ODNOSE.**

## 2. TEMELJNA NAČELA

### 2.1 Zaposleni

V Plastiki Skaza v celoti spoštujemo vse splošno veljavne določbe mednarodnega prava s področja človekovih pravic in svoboščin.

Dosledno upoštevamo vse določbe delovnopravne zakonodaje ter se zavzemamo za ustvarjanje varnega, spoštljivega in spodbudnega delovnega okolja.

Ne dovoljujemo dela otrok, prisilnega dela ali kakršne koli oblike suženjstva.

Trgovina z ljudmi je pri nas strogo prepovedana.

Posebno pozornost namenjamo zaščiti ranljivih skupin, kot so invalidi, starejši zaposleni, nosečnice in matere v poporodnem obdobju, ter zagotavljamo enake priložnosti za vse zaposlene.

Upoštevamo vse določbe delovnopravne zakonodaje glede delovnih ur, odmorov, počitka in nadurnega dela ter zagotavljamo pošteno plačilo v skladu z zakonskimi predpisi, dogovorjenimi nadomestili in internimi nagrajevalnimi sistemi.

V Plastiki Skaza spodbujamo vseživljenjsko učenje in osebni razvoj zaposlenih ter omogočamo različne priložnosti za izobraževanje in napredovanje.

### 2.2 Varnost in zdravje pri delu

V Plastiki Skaza zaposlenim zagotavljamo varno in zdravo delovno okolje, ki presega veljavne standarde varnosti in zdravja pri delu. Zaposleni so seznanjeni z oceno tveganja svojega delovnega mesta in se redno udeležujejo preventivnih zdravstvenih pregledov v skladu z oceno tveganja.

Vsi zaposleni se aktivno zavzemajo za varno delovno okolje zase in za svoje sodelavce ter pri delu dosledno uporabljajo ustrezno zaščitno opremo. Redno se usposablajo na področju varnosti in zdravja pri delu, kar pripomore k dvigu zavesti o pomenu varnega dela.

V okviru promocije zdravja spodbujamo zdrav življenjski slog, zaposlenim omogočamo dostop do zdravih prigrizkov ter organiziramo različne športne in rekreativne dejavnosti. Skrbimo za osveščanje in izobraževanje zaposlenih o pomenu zdravega načina življenja, saj verjamemo, da zadovoljni in zdravi zaposleni prispevajo k uspehu podjetja.

### 2.3 Prepoved diskriminacije in trpinčenja na delovnem mestu

V Plastiki Skaza zagovarjamo načelo enakih možnosti in strogo prepovedujemo kakršno koli obliko diskriminacije na podlagi barve kože, etnične pripadnosti, narodnosti, spola, starosti, spolne usmerjenosti, verskega ali ideološkega prepričanja ter drugih osebnih okoliščin.

Ne dopuščamo nadlegovanja, trpinčenja ali neprimerne ravnanja na delovnem mestu.

Spodbujamo prijavo morebitnih kršitev in zagotavljamo varne mehanizme za anonimno poročanje. V ta namen imamo sprejeta notranja pravila in imenovano kontaktno osebo, ki skrbi za zaščito žrtev ter korektno obravnavo prijav.



## 2.4 Kakovost

Naša zavezanost kakovosti je osrednjega pomena za naš uspeh in ugled. Ohranjamo najvišje standarde nadzora kakovosti skozi celoten proizvodni proces. Vsi naši izdelki morajo izpolnjevati ali preseči specifikacije strank, varnostne standarde in predpise. Vsak zaposleni je odgovoren za zadovoljstvo naših strank z zagotavljanjem pravočasnih dobav, kakovostnih izdelkov in jasne komunikacije. Vse marketinške in promocijske dejavnosti morajo biti poštene, pregledne in odražati pravo kakovost naših izdelkov. Izogibati se moramo pretiranim trditvam ali zavajanju strank glede zmogljivosti ali lastnosti naših izdelkov. Imamo jasen postopek za hitro in strokovno obravnavo napak v izdelkih ali težav s kakovostjo. Tveganja obvladujemo z razvojem in vzdrževanjem integriranega sistema vodenja. Gradimo kulturo stalnega izboljševanja proizvodov in procesov.

## 2.5 Varovanje okolja

Zavezani smo k zmanjšanju našega vpliva na okolje in zagotavljanju trajnosti naših dejavnosti. Spodbujamo odgovorno rabo virov, zmanjševanje odpadkov in recikliranje v vseh proizvodnih procesih. Zavezani smo k zmanjšanju okoljskega vpliva naših procesov brizganja plastike. Spoštujemo okoljske predpise, ki urejajo kemične odpadke, emisije in odlaganje materialov, uporabljenih v proizvodnji. Stalno si prizadevamo izboljšati naše trajnostne prakse in zmanjšati odvisnost od nenadomestljivih virov.

## 2.5 Družbena odgovornost

Zavezani smo biti odgovoren korporativni državljan. Podpiramo pobude v skupnosti in si prizadevamo za izboljšanje okolja, v katerem delujemo. Z lokalnimi sodelovanji želimo prispevati k družbeni blaginji in trajnostnemu razvoju. Zavezani smo pridobivanju materialov od dobaviteljev, ki delijo našo zavezanost etičnim delovnim praksam, okoljski trajnosti in kakovosti izdelkov. Cenimo dolgoročna partnerstva, ki so skladna z našimi etičnimi standardi in skupnimi cilji. Spodbujamo partnerstva z lokalnimi dobavitelji za spodbujanje gospodarskega razvoja v regijah, kjer delujemo, ob tem pa zagotavljamo, da izpolnjujejo enake etične in kakovostne standarde kot naši globalni dobavitelji.

# 3. KORPORATIVNA INTEGRITETA

## 3.1 Poštenost, preglednost poslovanja

V Plastiki Skaza poslovne knjige, knjigovodske listine in druge dokumente vodimo v skladu s predpisi in veljavnimi računovodskimi standardi.

Vpisujemo le resnične in poštene podatke ter se zavedamo, da je vsako napačno ravnanje kaznivo.

Vse poslovne dokumente hranimo v zakonsko določenem obdobju ter zagotavljamo, da jih v tem času ne uničujemo, skrivamo, poškodujemo ali kako drugače naredimo neuporabne. S tem zagotavljamo visoko raven zaupanja med zaposlenimi, vodstvom, lastniki in drugimi deležniki, ki se zanašajo na resničnost in preglednost naših poslovnih praks.

### 3.2 Konflikt interesov

V Plastiki Skaza se zavezujemo, da delamo pošteno, nepristransko in v najboljšem interesu podjetja. Pri svojem delu vedno pazimo, da se izognemo situacijam, v katerih, bi na naše odločitve lahko vplivali interesi, ki niso v skladu z interesi podjetja ali našimi dovoljenimi osebnimi interesi.

Še posebej skrbno pazimo, da se izognemo nasprotju interesov, če sodimo med vodilne kadre podjetja.

Poslovnih povezav, ki smo jih vzpostavili med delom v podjetju, ne zlorabljam po zaključku kariere, prav tako ne izkoriščamo preteklih izkušenj za pridobivanje poslovnih stikov s podjetjem v imenu drugih pravnih oseb.

Če zaposleni želijo opravljati naložbe ali posle izven svojega delovnega področja, ki niso združljivi z njihovimi obveznostmi do podjetja, so dolžni takoj obvestiti pristojne osebe.

Vsi zaposleni smo odgovorni za izogibanje situacijam in dejavnostim, ki bi lahko pripeljale do nasprotja interesov ali vplivale na sposobnost sprejemanja odločitev, ki so v najboljšem interesu podjetja.

### 3.3 Zasebnost in varstvo podatkov

V Plastiki Skaza odgovorno skrbimo za zasebnost in varstvo osebnih podatkov vseh posameznikov. Podatke hranimo in arhiviramo v skladu z zakonsko določenimi standardi ter zagotavljamo njihovo varno in zakonito obdelavo.

Varujemo zasebnost osebnih podatkov naših zaposlenih in zagotavljamo, da se uporabljajo izključno za ustrezne in zakonite namene.

Pri zbiranju in obdelavi osebnih podatkov vedno spoštujemo temeljne pravice, svoboščine in dostojanstvo posameznikov ter dosledno upoštevamo veljavne predpise.

Zbiramo in shranjujemo le tiste informacije, ki so nujno potrebne za jasno opredeljene in zakonite namene, pri čemer podatke hranimo samo toliko časa, kot je potrebno za njihovo upravičeno uporabo.

### 3.4 Varovanje poslovnih skrivnosti

V Plastiki Skaza poslovne skrivnosti obravnavamo kot temeljni del našega premoženja, saj so ključne za našo konkurenčno prednost in so v pomoč pri uresničevanju naše vizije, da postanemo vodilni ponudnik trajnostnih in inovativnih rešitev na trgu.

Zaposleni v podjetju se zavedajo vrednosti teh skrivnosti in jih skrbno varujejo pred nepooblaščenim dostopom ali razkritjem, v skladu z internimi pravili in predpisi podjetja.



Dokumenti, zaupne informacije in podatki imajo izjemno vrednost, zato vsako nepooblaščenno razkritje lahko povzroči resno poslovno škodo. Vsak zaposleni je odgovoren za varovanje teh informacij in za njihovo pravilno ravnanje, tako med zaposlitvijo kot tudi po njenem zaključku.

Zaupne informacije vključujejo vse vrste podatkov, strokovno znanje, zapise, poročila, načrte, risbe, fotografije ter vse drugo gradivo, povezano s poslovnimi, finančnimi, raziskovalnimi in pravnimi dejavnostmi podjetja.

Razkritje teh informacij, bodisi znotraj bodisi zunaj podjetja, je dovoljeno le, če je to vnaprej odobreno in nujno za opravljanje nalog, dodeljenih posameznim zaposlenim.

### 3.5 Uporaba sredstev podjetja

V Plastiki Skaza odgovorno uporabljamo sredstva podjetja.

Sredstva podjetja, vključno s časom, materiali in opremo, moramo uporabljati učinkovito in izključno za poslovne namene.

Zaposleni moramo upoštevati vse operativne postopke za uporabo strojev, orodij in zaščitne opreme ter zagotoviti, da so vsi aparati pravilno uporabljeni in dobro vzdrževani.

### 3.6 Konkurenčno delovanje

Zavedamo se pomembnosti konkurence, ki spodbuja razvoj trga in ščiti interese potrošnikov.

Pri poslovanju se vedno držimo veljavnih pravil in zakonov v vseh državah, v katerih delujemo, ter ravnamo z odprtostjo, poštenostjo, integriteto in v dobri veri.

Odklanjamo vse prakse, ki kršijo načela konkurence in pravila prostega trga.

Verjamemo, da je poštenost in osredotočenost na kakovost ključnega pomena za zdravo konkurenco.

### 3.7 Zaupnost in intelektualna lastnina

V Plastiki Skaza cenimo zaščito občutljivih informacij in intelektualne lastnine.

Ohranjamo zaupnost poslovnih skrivnosti, projektov in občutljivih podatkov. To vključuje zasnove, proizvodne procese, podatke o strankah in informacije o dobaviteljih.

Spoštujemo pravice intelektualne lastnine in od zaposlenih in partnerjev pričakujemo enako.

Vsaka iznajdba ali inovacija, ustvarjena med zaposlitvijo, je last podjetja

Plastika Skaza d.o.o.

Spoštujemo in ne kršimo intelektualne lastnine drugih. To vključuje patente, blagovne znamke, avtorske pravice in poslovne skrivnosti. Zaposleni se moramo izogibati kraji intelektualne lastnine ali nepooblaščenim uporabi zaščitene vsebine.

### 3.8 Donacije, sponzorstva, politične stranke

V Plastiki Skaza podpiramo lokalno skupnost in širše okolje, v katerem delujemo, z donacijami in drugimi prispevki, zlasti na področju športa, kulture in drugih družbeno pomembnih dejavnosti.

Donacije se dajejo v skladu s poslanstvom podjetja, pri čemer morajo biti skladne z našimi vrednotami družbene odgovornosti. Donacije ali sponzorske pogodbe ne sklepamo, če bi lahko škodovale ugledu podjetja ali njegovemu poslovnemu položaju.

Sponzorske pogodbe sklepamo na način, da so koristi podjetja iz teh dejavnosti primerljive z dejanskimi koristmi, ki jih prejmemo.

Donacije in sponzorstva ne zlorablamo za prikrivanje nezakonitih ali neetičnih ravnanj.

Prav tako odklanjamo vsa financiranja političnih strank, volitev ali referendumskih kampanj.

Zaposleni v Plastiki Skaza se ne ukvarjajo z osebnimi političnimi projekti, ki bi jih bilo mogoče razumeti kot aktivnosti podjetja.

### 3.9 Darila in gostoljubje

V Plastiki Skaza popolnoma spoštujemo zakonodajo o sprejemanju in dajanju daril.

Sprejemamo in dajemo izključno priložnostna darila in izraze gostoljubja, ki ne morejo vplivati na poslovne odločitve.

Pri sprejemanju daril pazimo, da se izognemo dejanskemu ali navideznemu nasprotju interesov. Ne sprejemamo daril v obliki denarja, vrednostnih papirjev ali dragocenih kovin, posojil, osebnih uslug ali daril neprimerne narave ali na neprimernih mestih.

Pri pomembnih poslovnih pogajanjih in odločitvah ne sprejemamo daril od partnerjev in sami ne dajemo obljub ali daril.

Če kdo prejme ali mu je ponujeno brezplačno darilo ali ugodnost, ki ne ustreza običajni poslovni vljudnosti, jo mora zavrniti in o tem nemudoma obvestiti svojega neposrednega nadrejenega ali odgovorno osebo za skladnost poslovanja.

### 3.10 Podkupovanje

V Plastiki Skaza ne obljublamo, ne ponujamo in ne dajemo nedovoljenih koristi poslovnim partnerjem ali drugim osebam, prav tako jih tudi ne sprejemamo.

Zavračamo vse obljube ali ponudbe koristi, ki niso dovoljene v skladu z veljavnimi predpisi, notranjimi pravili ali etičnimi načeli podjetja.

Pod koristi razumemo predmete, usluge ali storitve, ki predstavljajo denarno ali nedensarno korist. Nedovoljene koristi vključujejo tudi tiste, ki so sicer dovoljene, vendar so namenjene vplivanju na poslovne odločitve nas ali drugih.

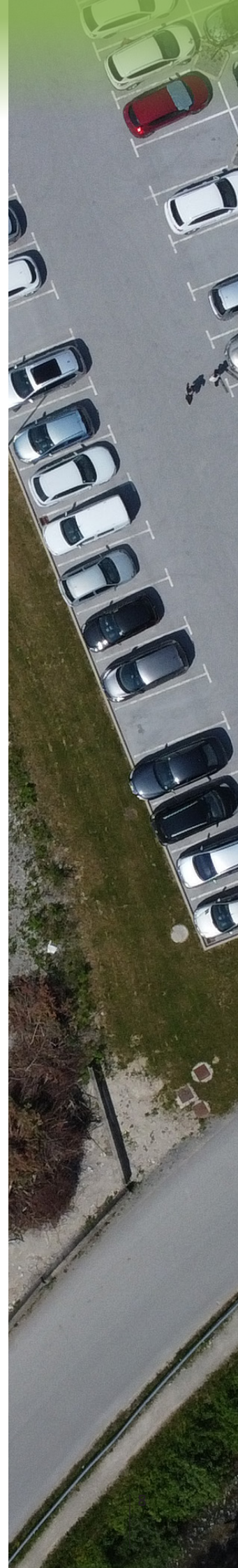
Vse poslovne partnerje, zastopnike, pooblaščenice osebe, agente in druge kontakte, s katerimi sodelujemo, ustrezno seznanimo s tem stališčem.

### 3.11 Informacijska varnost

V Plastiki Skaza se zavedamo pomena varovanja lastnih in tujih informacij, zato spoštujemo načela informacijske varnosti in uporabljamo splošno priznane standarde. Sprejeli smo številne politike ravnanja z informacijami, katerih cilj je povečati zaščito vseh informacij v podjetju, zmanjšati možnost izgube dostopa, izboljšati celovitost in verodostojnost podatkov ter zagotavljati nemoteno poslovanje.

Zaposleni in poslovni partnerji so odgovorni za prispevanje k informacijski varnosti.

Vsi so dolžni upoštevati varnostne politike, udeleževati se izobraževanj o informacijski varnosti, skrbeti za zaščito gesel, poročati o incidentih informativnemu oddelku ter obveščati o spremembah dostopa do informacijskih sredstev.



Vse zaposlene in tretje osebe pozivamo, da takoj obvestijo svojega neposrednega nadrejenega, pooblaščen osebo ali direktorja o vsakem dejanju, ki bi lahko ogrozilo varnost informacij, kot so nepooblaščen odkrivanje, razkrivanje, uničevanje ali druga neprimerna ravnanja. Vsi vpleteni so odgovorni, da storijo vse, kar je v njihovih močeh, da preprečijo tovrstne dejavnosti.

### 3.12 Naši partnerji

Posebno pozornost namenjamo svojim poslovnim partnerjem. Naši kupci, dobavitelji in drugi poslovni partnerji poleg visoke kakovosti naših izdelkov in storitev pričakujejo tudi izjemno profesionalnost in popolno integriteto v naših medsebojnih odnosih. Zato so korektnost, poštenost in transparentnost ključnega pomena v vseh naših interakcijah.

## 4. POROČANJE O KRŠITVAH

Spodbujamo odprto komunikacijo in odgovornost. Zaposleni, ki prijavijo kršitve tega Kodeksa ali neetično vedenje, so zaščiteni pred povračilnimi ukrepi.

Vse prijave napačnega ravnanja raziščemo. Kršitve kodeksa lahko vodijo v disciplinske ukrepe, vključno z odpovedjo delovnega razmerja. Zaposleni moramo prijaviti kršitve v dobri veri, brez strahu pred povračilnimi ukrepi.

Spodbujamo okolje, kjer se zaposleni počutijo pooblaščen in odgovorni za prijavo morebitnih nepravilnosti in etičnih pomislekov. Kanali za poročanje naj bodo enostavno dostopni in zagotavljajo zaupnost posameznika, ki prijavi kršitev.

Prijave se lahko oddajo anonimno na sledeči način:

- Obvestilo neposrednemu nadrejenemu.
- Pisno na naslov Plastika Skaza, Selo 22, 3320 Velenje, s pripisom "Za zaupnega svetovalca".
- Na telefonsko številko zaupnega svetovalca.
- Na elektronski naslov: [zupnik@skaza.com](mailto:zupnik@skaza.com)

## 5. ZAKLJUČEK

V podjetju Plastika Skaza d.o.o. smo zavezani ohranjanju najvišjih standardov ravnanja. Naš ugled temelji na zaupanju naših strank, zaposlenih in partnerjev. Vsak zaposleni je odgovoren za to, da njegovo ravnanje odraža vrednote in standarde, določene v tem Kodeksu.

Kodeks bo redno pregledan in posodobljen, da bo še naprej izpolnjeval potrebe našega podjetja, zaposlenih in industrije.

Z upoštevanjem teh načel bomo še naprej ustvarjali pozitivno, varno in produktivno delovno okolje, ki bo spodbudilo uspešnost in trajnost podjetja Plastika Skaza d.o.o.

Vodstvo skupine Plastika Skaza,  
**01.03.2025.**

# PLASTIKA SKAZA

# CODE OF CONDUCT



|   |   |
|---|---|
| <b>1. INTRODUCTION</b>  | 3 |
| <b>2. PURPOSE</b>   | 3 |
| <b>3. CORE VALUES</b>   | 3 |
| 3.1 Core values of Plastika Skaza                                   | 3 |
| <b>4. CORE PRINCIPLES</b>   | 4 |
| 4.1 Employees   | 4 |
| 4.2 Occupational Health and Safety                                  | 4 |
| 4.3 Prohibition and Discrimination and Harrasement in the Workspace | 4 |
| 4.4 Quality   | 5 |
| 4.5 Enviromental Responsibility                                     | 5 |
| 4.6 Social responsibility   | 5 |
| <b>5. CORPORATE INTEGRITY</b>                                       | 6 |
| 5.1 Honesty and Transparency in Business Operations                 | 6 |
| 5.2 Conflict of Interest  | 6 |
| 5.3 Privacy and Data Security                                       | 6 |
| 5.4 Protection of Business Secrets                                  | 7 |
| 5.5 Use of Company Resources  | 7 |
| 5.6 Competitive Conduct   | 7 |
| 5.7 Confidentiality and Intellectual Property                       | 7 |
| 5.8 Donations, Sponsorships, Political Parties                      | 8 |
| 5.9 Gifts and Hospitality   | 8 |
| 5.10 Bribery  | 8 |
| 5.11 Information Security   | 8 |
| 5.12 Our Partners   | 9 |
| <b>6 REPORTING VIOLATIONS</b>                                       | 9 |
| <b>7 CONCLUSION</b>   | 9 |

# CONTENT



# INTRODUCTION

At Plastika Skaza Group (hereinafter referred to as Plastika Skaza), we are committed to upholding the highest standards of integrity, professionalism, and ethical conduct in all aspects of our business.

The principles outlined in this code represent the standards of behaviour, leadership, and management that collectively shape our business culture and the pursuit of excellence at Plastika Skaza. These standards are crucial to the ethical and sustainable growth of the company. All employees of Plastika Skaza, as well as our external partners, are committed to respecting this code and agreeing to its terms. Compliance with the principles set forth in the code is a requirement for maintaining existing business relationships or establishing new partnerships and may sometimes necessitate the inclusion of contractual provisions to reflect this commitment. At Plastika Skaza, we aim to inform all parties whom we have current or potential business relationships about our adherence to the code. We actively promote and implement the principles of this code throughout our supply chain as well.

It is essential for employees to follow the guidelines and rules outlined in this code, in addition to the regulations of the legal system governing our work environment and internal codes of conduct.

Leaders and managers at Plastika Skaza must lead by example. In doing so, they demonstrate that the respect for the ethical code is the foundation of our daily operations, and that business success is closely tied to upholding the principles established by the code.

## PURPOSE

The purpose of this Code is to establish clear principles that promote responsible conduct, ensure compliance with legislation, and encourage ethical practices. This Code applies to all employees, contractors, suppliers, and business partners associated with Plastika Skaza.

## 3. CORE VALUES

### 3.1 Core values of Plastika Skaza

At Plastika Skaza we are fully committed to the following core values, which define our approach to business and guide us toward a brighter and more sustainable future:

- We act **RESPONSIBLY** toward ourselves, our colleagues, the company, the environment, and society as a whole.
- We approach challenges with **COURAGE**, always seeking inspiring solutions.
- We strive to **PROGRESS** by continuously improving the quality of our services, products, and operations.
- We integrate **SUSTAINABILITY** into our materials, processes, and work environment.
- By forming strong connections across various projects, we enhance **RELATIONSHIPS**.



# 4 CORE PRINCIPLES

## 4.1 Employees

At Plastika Skaza, we fully respect all generally applicable provisions of international law concerning human rights and freedoms.

We strictly adhere to all labour laws and strive to create a safe, respectful, and supportive work environment.

We do not permit child labour, forced labour, or any forms of slavery. Human trafficking is strictly prohibited.

Special attention is given to the protection of vulnerable groups, such as individuals with disabilities, older employees, pregnant women, and mothers in the postpartum period, ensuring equal opportunities for all employees.

We comply with all labour law provisions concerning working hours, breaks, rest periods, and overtime, and ensure fair compensation in line with legal regulations, agreed-upon remuneration, and the internal reward system.

We are committed to maintaining a sustainable wage policy based on the company's financial capacity, with the goal of providing a living wage.

At Plastika Skaza, we encourage lifelong learning and personal development for our employees and offer various opportunities for education and advancement.

## 4.2 Occupational Health and Safety

At Plastika Skaza, we ensure a safe and healthy working environment that meets or exceeds the applicable standards of occupational health and safety for employees, visitors, and external contractors. Employees are informed about the risk assessment of their workplace and regularly participate in preventive health check-ups as part of this assessment.

All employees actively contribute to maintaining a safe working environment for themselves and their colleagues by consistently using the appropriate protective equipment. They regularly undergo training in occupational health and safety, which raises awareness about the importance of safe work practices.

As part of our health promotion efforts, we encourage a healthy lifestyle, provide employees with access to nutritious snacks, and organize various sports and recreational activities. We also focus on educating employees about the benefits of a healthy lifestyle, as we believe that happy and healthy employees contribute significantly to the success of the company.

## 4.3 Prohibition of Discrimination and Harassment in the Workplace

At Plastika Skaza, we are committed to the principle of equal opportunities and strictly prohibit, and form of discrimination based on skin colour, ethnicity, nationality, gender, age, sexual orientation, religious or ideological belief, or any other personal circumstances.

We do not tolerate harassment, bullying, or any inappropriate behaviour in the workplace.

We encourage the reporting of any violations and ensure safe and confidential mechanisms for anonymous reporting. To this end, we have established internal guidelines and appointed a contact person responsible for protecting victims and ensuring the proper handling of reports.

Spodbujamo prijavo morebitnih kršitev in zagotavljamo varne mehanizme za anonimno poročanje. V ta namen imamo sprejeta notranja pravila in imenovano kontaktno osebo, ki skrbi za zaščito žrtev ter korektno obravnavo prijav.

## 4.4 Quality

Our commitment to quality is central to our success and reputation. We uphold the highest standards of quality control throughout the entire manufacturing process. All our products must meet or exceed customer specifications, safety standards, and regulations.

Every employee is responsible for ensuring customer satisfaction by delivering timely shipments, quality products, and clear communication.

All marketing and promotional activities must be honest, transparent, and accurately reflect the true quality of our products. We must avoid exaggerating claims or misleading customers regarding the performance or characteristics of our products. We have a well-defined process for prompt and professional handling of product defects or quality issues.

We manage risk throughout the development and maintenance of an integrated management system. We are building a culture of continuous improvement in both products and processes.

## 4.5 Environmental Responsibility

We are committed to minimizing our environmental impact and ensuring the sustainability of our activities.

We promote responsible resource use, waste reduction, and recycling in all production processes. We are dedicated to reducing the environmental footprint of our plastic injection moulding process.

We comply with all environmental regulations related to chemical waste, emissions, and the disposal of material used in production. We are continuously working to improve our sustainability practices and reduce reliance on non-renewable resources.

## 4.6 Social responsibility

We are committed to being responsible corporate citizens. We support community initiatives and strive to improve the environment in which we operate.

Through local collaborations, we aim to contribute to social welfare and sustainable development.

We are dedicated to sourcing materials from suppliers who share our commitment to ethical labour practices, environmental sustainability, and product quality. We value long-term partnerships that align with our ethical standards and mutual goals. We actively promote partnerships with local suppliers to encourage economic development in the regions where we operate, while ensuring that these suppliers meet the same ethical and quality standards as our global partners.

# 5 CORPORATE INTEGRITY

## 5.1 Honesty and Transparency in Business Operations

At Plastika Skaza, we maintain business records, accounting documents, and other related documents in full compliance with regulations and applicable accounting standards. We record only truthful and accurate data, understanding that any fraudulent behaviour is subject to legal penalties.

All business documents are stored for the legally required period, ensuring they are neither destroyed, concealed, damaged, nor rendered unusable in any way during this time. This practice ensures high level of trust among employees, management, owners and other stakeholders, who rely on the accuracy and transparency of our business operations.

## 5.2 Conflict of Interest

At Plastika Skaza we are committed to acting honestly, impartially, and in the best interests of the company. In our work, we ensure that we avoid situations where our decisions could be influenced by interests that do not align with the company's objectives or our permitted personal interests.

We pay particular attention to avoiding conflicts of interest, especially for those in leadership positions within the company. We do not exploit business relationships formed during our time with the company after our careers end, nor do we use past experiences to acquire business contacts for the company on behalf of other entities.

If employees wish to make investments or engage in business activities outside of their work domain that may conflict with their obligations to the company, they must immediately notify the relevant authorities. All employees are responsible for avoiding situations or activities that could lead to conflicts of interests or compromise their ability to make decisions in the best interest of the company.

## 5.3 Privacy and Data Security

At Plastika Skaza, we are committed to ensuring the privacy and protection of personal data for all individuals. We store and manage data in accordance with legally defined standards and ensure its secure and lawful processing.

We protect the privacy of our employees' personal data and ensure that it is used solely for appropriate and lawful purposes.

When collecting and processing personal data, we always respect the fundamental rights, freedoms, and dignity of individuals and consistently comply with applicable regulations. We collect and store only the information necessary for clearly defined and lawful purposes, retaining data only for as long as it is required for its justified use.



## 5.4 Protection of Business Secrets

At Plastika Skaza, we treat business secrets as a fundamental part of our assets, as they are crucial to our competitive advantage and support our vision of becoming a leading provider of sustainable and innovative solutions in the market.

Employees are fully aware of the value of these secrets and are committed to protecting them from unauthorized access and disclosure, in line with the company's internal rules and regulations.

Documents, confidential information, and data hold significant value, and any unauthorized disclosure can result in serious business harm. Every employee is responsible for safeguarding this information and handling it appropriately, both during their employment and after its termination.

Confidential information includes all types of data, technical knowledge, records, reports, plans, drawings, photographs, and any other materials related to the company's business, financial, research, and legal activities.

The disclosure of this information, whether within or outside the company, is only permitted if it has been pre-approved and is necessary for carrying out the tasks assigned to the individual employee.

## 5.5 Use of Company Resources

At Plastika Skaza, we use the company's resources responsibly.

Company's resources, including time, materials, and equipment, must be used efficiently and solely for business purposes.

Employees must adhere to all operational procedures for the use of machines, tools, and protective equipment, ensuring that all equipment is used properly and maintained in good condition.

## 5.6 Competitive Conduct

We recognize the importance of competition, as it drives market development and protects the interests of consumers.

In our business operation, we consistently adhere to the applicable rules and laws in all the countries where we operate, acting with transparency, honesty, integrity, and good faith.

We reject any practices that violate competition principles and free market rules. We believe that honesty and focus on quality are essential to fostering healthy competition.

## 5.7 Confidentiality and Intellectual Property

At Plastika Skaza, we prioritize the protection of sensitive information and intellectual property. We maintain the confidentiality of business secrets, projects, and sensitive data, including designs, manufacturing processes, customer information, and supplier details.

We respect intellectual property rights and expect the same from our employees and partners.

Any invention or innovation created during employment is the property of Plastika Skaza.

We also respect the intellectual property of others, including patents, trademarks, copyrights, and trade secrets. Employees must avoid the theft of intellectual property or the unauthorized use of protected content.

## 5.8 Donations, Sponsorships, Political Parties

At Plastika Skaza, we support the local community and the broader environment in which we operate through donations and other contributions, particularly in the fields of sports, culture, and other socially significant activities.

Donations are made in alignment with the company's mission and must reflect our values of corporate social responsibility. We do not make donations or enter sponsorship agreements if they could harm the company's reputation or business position.

Sponsorship agreements are structured so that the benefits to the company from these activities are proportionate to the actual benefits we receive.

We do not misuse donations or sponsorships to conceal illegal or unethical actions. Additionally, we reject any form of financing for political parties, elections, or referendum campaigns.

Employees of Plastika Skaza do not engage in personal political projects that could be perceived as activities on behalf of the company.

## 5.9 Gifts and Hospitality

At Plastika Skaza, we fully comply with legislation regarding the acceptance and giving of gifts.

We accept and give only occasional gifts and gestures of hospitality that cannot influence business decisions.

When accepting gifts, we ensure that we avoid any actual or perceived conflicts of interest. We do not accept gifts in the form of money, securities, precious metals, loans, personal services, or gifts that are inappropriate in nature or location.

In important business negotiations and decisions, we do not accept gifts from partners, nor do we make promises or offer gifts ourselves.

If anyone receives or is offered a gift or benefit that exceeds ordinary business courtesy, they must decline it and immediately inform their direct superior or a trusted advisor.

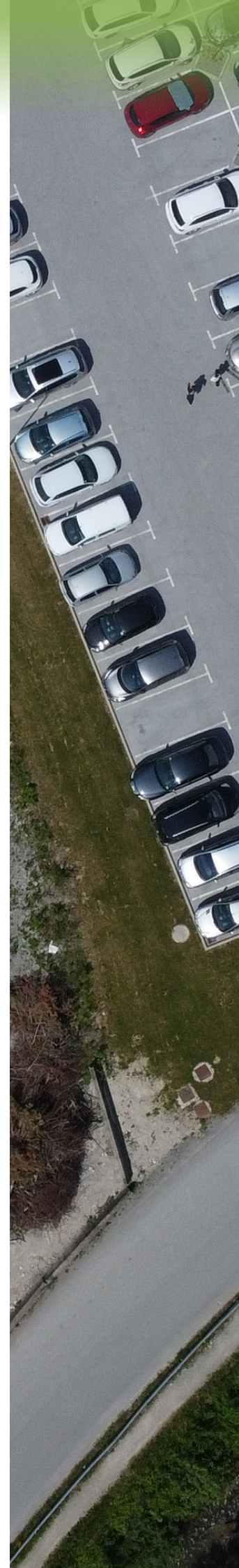
## 5.10 Bribery

At Plastika Skaza, we do not promise, offer, or provide unauthorized benefits to business partners or others, nor do we accept such benefits.

We reject any promises or offers of benefits that are not permitted under applicable regulations, internal rules, or the company's ethical principles.

Benefits are understood as items, services, or advantages that provide either monetary or non-monetary value. Unauthorized benefits also include those that are otherwise allowed but intended to influence business decisions for ourselves or others.

We ensure that all business partners, representatives, authorized persons, agents, and other contacts with whom we collaborate are fully informed of this policy.



## 5.11 Information Security

At Plastika Skaza, we recognize the importance of protecting both our own and others' information, which is why we adhere to the principles of information security and use widely recognized standards. We have implemented several information management policies designed to increase the protection of all company information, reduce the risk of access loss, improve the integrity and reliability of data, and ensure the smooth operation of the business.

Employees and business partners are responsible for contributing to information security. Everyone must comply with security policies, participate in information security training, protect passwords, report incidents to the information department, and notify about changes in access to information systems.

We encourage all employees and third parties to immediately inform their direct supervisor, authorized person, or director about any actions that could jeopardize information security, such as unauthorized disclosure, destruction, or other inappropriate actions. All parties involved are responsible for taking all necessary steps to prevent such activities.

## 5.12 Our Partners

We place special emphasis on our business partners. Our customers, suppliers, and other partners expect not only the highest quality of our products and services but also exceptional professionalism and complete integrity in our mutual relationships. Therefore, fairness, honesty, and transparency are essential in all our interactions.

## 6 REPORTING VIOLATIONS

We encourage open communication and accountability. Employees who report violations of this Code or unethical behaviour are protected from retaliatory actions.

All reports of misconduct will be investigated thoroughly. Violations of the Code may result in disciplinary actions, including termination of employment. Employees are required to report violations in good faith, without fear of retaliation.

We foster an environment where employees feel empowered and responsible for reporting any irregularities or ethical concerns. Reporting channels should be easily accessible and ensure confidentiality for the individual reporting the violation.

Reports can be submitted anonymously through the following methods:

- notifying the direct supervisor,
- in writing to Plastika Skaza, Selo 22, 3320 Velenje, with the note "For the Confidential Advisor",
- by email to: [zaupnik@skaza.com](mailto:zaupnik@skaza.com)

## 7 CONCLUSION

At Plastika Skaza, we are committed to maintaining the highest standards of conduct. Our reputation is built on the trust of our customers, employees, and partners. Each employee is responsible for ensuring their behaviour reflects the values and standards outlined in this Code.

This Code will be regularly reviewed and updated to continue meeting the needs of our company, employees, and industry.

By adhering to these principles, we will continue to create a positive, safe, and productive work environment that fosters the success and sustainability of Plastika Skaza.

Management of the Plastika Skaza Group,  
**05.05.2025**