

PLASTIKA SKAZA CODE OF CONDUCT



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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 with 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 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.

1 CORE VALUES

1.1 Core Values of Plastika Skaza

At Plastika Skaza d.o.o., 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 for **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**.



2 CORE PRINCIPLES

2.1 Employees

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

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

We do not permit child labor, forced labor, or any form 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 are committed to responsible and ethical recruitment practices. We do not charge any recruitment or employment-related fees to workers ("employer pays" principle) and ensure this applies to all workers, regardless of employment type or status (including temporary, agency, and migrant workers).

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

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

2.2 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.

2.3 Prohibition of Discrimination and Harassment in the Workplace

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

We do not tolerate harassment, bullying, or any inappropriate behavior 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.

2.4 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 the prompt and professional handling of product defects or quality issues.

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

2.5 Environmental Protection

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 labor 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.

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3 CORPORATE INTEGRITY

3.1 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 behavior 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 a high level of trust among employees, management, owners, and other stakeholders, who rely on the accuracy and transparency of our business operations.

3.2 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 interest or compromise their ability to make decisions in the best interest of the company.

3.3 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.

3.4 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 or 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.



3.5 Use of Company Resources

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

3.6 Competitive Conduct

We recognize the importance of competition, as it drives market development and protects the interests of consumers. In our business operations, 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 a focus on quality are essential to fostering healthy competition.

3.7 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 d.o.o. 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.

3.8 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 of the company.



3.9 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.

3.10 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.

3.11 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.



4 REPORTING VIOLATIONS

We encourage open communication and accountability. Employees who report violations of this Code or unethical behavior 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

5 CONCLUSION

At Plastika Skaza d.o.o., 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 behavior 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 d.o.o.
Management of the Plastika Skaza Group, 01.03.2025