

## **CODE OF ETHICS**

### STANDARDS OF CONDUCT FOR BUSINESS PARTNERS (SUPPLIERS AND SUBCONTRACTORS)

Polenergia Group's activity is based on three values:

honesty responsibility sensitivity

We are responsible for our actions and projects. We care for natural environment and people. These values make up a foundation for successes already achieved and the ones to come.





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#### General requirements

In every aspect of its activity Polenergia SA is guided by the social responsibility principles and commits to the highest ethical standards and fairness in its business operations, including cooperation with its Partners.

The aim of Polenergia Group's policy is providing our Partners with social, ecological and ethical standards that we expect of them. Polenergia Group considers respecting these guidelines as an integral part of cooperation with individual suppliers. We believe that our ethical, social and ecological standards strengthen our position compared to our competitors and therefore benefit both our Stakeholders, Business Partners included, and ourselves.

We expect our Partners to stick to the rules set out in this code of conduct. We also believe that our Partners will require the same standards of their own suppliers and subcontractors.

We do our best to ensure that the principles of social responsibility we recognize are known and understood by our Stakeholders and Partners.

All Polenergia Group's employees who contact our Partners are required to make sure that their suppliers and subcontractors are familiar with this code of conduct and understand and apply its provisions. We expect that our Partners' suppliers and subcontractors will also be acquainted with the rules stipulated in this code and will follow them.

When assessing and selecting (where possible) our most important potential Partners we are guided by compliance of their actions with this Code of Ethics and their willingness to develop the idea of social responsibility.

This Code of conduct for suppliers is based on 10 essential requirements of social responsibility.





#### Specific requirements

# Employment and remuneration requirements

We expect our Suppliers to comply with all labour law provisions and the applicable International Labour Organization conventions, including the remuneration and working hours regulations as well as the legislation on minimum wage, overtime and piecework pay and other salaries.



#### Working hours

We expect our Suppliers and Subcontractors to comply with the working time regulations. We count on respecting the labour law in terms of overtime that can occur only in exceptional and short-term situations related to the business.

# Right to form trade unions and right to collective bargaining

We believe that our Partners will not prevent their employees from forming or joining trade unions or other employee organisations capable of collective bargaining on their behalf.



#### Discrimination

We consider all forms of discrimination as unacceptable and we combat them decisively. We expect the same of our Partners. We believe that our Suppliers will not discriminate against any group when employing, calculating remuneration, training, terminating, retiring or in any other situation. We also expect that mobbing behaviours will not be tolerated and that our Partners will treat all of their employees equally, both in terms of employment conditions and promotion, regardless of gender, age, religion, disability, political beliefs, ethnic origin or sexual orientation. We commit our





Suppliers and Subcontractors to obey the universally recognized human rights, in particular the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the UN Sustainable Development Goals, the European Commission recommendations and the Ten Principles of the UN Global Compact.

## Harassment and disciplinary measures

We expect our Suppliers not to accept corporal punishment or other mental or physical abuse, punishment or sexual harassment in their companies.



## Child labour

We expect our Partners to comply with the provisions on employment of minors.

#### Forced labour

Any legal as well as physical forms of forcing an employee to work (labour camps included) are forbidden.

### Occupational health and safety

We expect our Partners to provide their employees with the OHS standards in their working environment. We believe that they take steps to prevent any hazards in their companies, plants and other work sites. A Supplier is obliged to comply with all national laws and regulations to prevent their employee from any accidents and injuries at or related to work. We expect that our Partners will constantly improve working conditions at their plants and offices and reduce the risk of accidents at work by providing appropriate training and adequate protection. If required, the Suppliers and Subcontractors should provide their employees with suitable equipment. We oblige our Partners to report all accidents that occur while working for Polenergia Group (e.g. at construction sites or in facilities where we operate).

#### Bribery and other crimes

We expect the highest ethical standards in all aspects of our Suppliers' activities. Our Partners are not allowed to engage in any criminal practice, including coercion, fraud and bribery, both directly



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and indirectly. Our Partners should care for completeness and accuracy of documents and invoices that they submit to their contractors. We expect the avoidance of situations that could lead to a conflict of interest with Polenergia Group.

#### Natural environment

We expect our Partners to comply with all regulations on the environment protection and to make every effort to minimize their negative impact on it.

## Confidentiality

We expect our Partners to respect the confidentiality of information they acquired during their cooperation with Polenergia Group.

## Compliance with law

Apart from the afore-mentioned legal documents, our Partners are obliged to comply with the applicable Polish and international law, guided by the good commercial practice and fair competition principles.

## Final provisions

We encourage our Partners to report all incidents that may jeopardize our values, reputation or ethical principles by reporting cases of infringement to the Ethics Commission in Polenergia Group.

Contact: Komisja.Etyki@polenergia.pl







Polenergia Group reserves the right to carry out environmental audits to verify the compliance with this code and with the provisions of the existing cooperation agreements. The dates and scope of these audits will be set with our Partners.

The applicable agreement with Business Partners constitutes an appendix to this code ("Agreement on ethical standards in Polenergia Group").

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