

Introduction

EKO-TECH Sp. z o.o. Sp.k. is committed to maintaining the highest standards of integrity, responsibility, and professionalism in all aspects of our operations. This Code of Conduct outlines our expectations for ethical behavior, compliance with laws, and respect for all stakeholders, including employees, customers, suppliers, and the broader community.

1. Compliance with Laws and Regulations

EKO-TECH requires all employees and business partners to comply with applicable laws, regulations, and standards in every country where we operate. Ignorance of the law is not an excuse for non-compliance.

2. Anti-Corruption Policy

EKO-TECH maintains a zero-tolerance policy toward bribery and corruption. Employees and business partners must not:

- Offer, promise, give, or accept any form of bribe, kickback, or improper advantage.
- Facilitate payments to expedite routine governmental actions unless permitted by law and pre-approved by management.
- Engage in activities that create a perception of corruption.

Employees must report any suspected instances of bribery or corruption through the appropriate channels.

3. Business Ethics Policy

EKO-TECH expects all employees and partners to act with honesty, fairness, and integrity. Ethical business conduct includes:

- Respecting contracts and agreements.
- Avoiding deceptive practices or misrepresentation.
- Ensuring all communications, advertising, and interactions are truthful and accurate.

4. Conflict of Interest Policy

Employees must avoid situations where personal interests conflict with the interests of EKO-TECH. Examples include:

- Having financial or personal relationships with competitors, suppliers, or customers that could influence business decisions.
- Accepting gifts or favors that could compromise impartiality.
- Pursuing external business opportunities that conflict with EKO-TECH's interests.

Employees must disclose any potential conflicts to management promptly.

5. Fraud Policy

EKO-TECH is committed to detecting, preventing, and addressing fraudulent activities. Fraudulent activities include, but are not limited to:

- Forgery or alteration of documents.
- Misappropriation of company funds, assets, or resources.
- False claims or misrepresentation.

Employees who suspect or become aware of fraud must report it to their supervisor or the designated compliance officer.

6. Anti-Money Laundering Policy

EKO-TECH adheres to all laws and regulations regarding anti-money laundering (AML). Employees and business partners must:

- Verify the identity of customers and business partners in accordance with applicable AML regulations.
- Monitor and report suspicious transactions or activities.
- Avoid facilitating transactions intended to conceal illicit funds.

Training and resources will be provided to employees to ensure compliance with AML requirements.

7. Information Security Policy

EKO-TECH prioritizes the protection of sensitive and confidential information. All employees must:

- Follow company policies for data security and privacy.
- Use company systems and tools responsibly.
- Protect intellectual property and proprietary information from unauthorized access or disclosure.

Breaches of information security must be reported immediately to the IT department.

8. Respect for Human Rights

EKO-TECH upholds the principles of human dignity, equality, and fair treatment. We are committed to:

- Providing a safe and healthy workplace.
- Prohibiting discrimination, harassment, and abuse.
- Supporting diversity and inclusion in the workplace.

9. Diversity and Inclusion Policy

EKO-TECH values diversity and strives to create an inclusive workplace where all individuals feel respected and valued. We are committed to:

- Promoting equal opportunities for all employees regardless of gender, age, ethnicity, religion, disability, or sexual orientation.
- Encouraging diverse perspectives and ideas to foster innovation and growth.
- Providing training on unconscious bias and inclusive practices.

10. Anti-Discrimination Policy

EKO-TECH strictly prohibits discrimination of any kind. Employees and business partners must:

- Treat all individuals with respect and fairness.
- Avoid discriminatory practices in recruitment, promotion, or any other workplace decisions.
- Report any suspected incidents of discrimination to management.

11. Anti-Harassment Policy

EKO-TECH is committed to providing a workplace free from harassment. This includes:

- Prohibiting any unwelcome behavior, whether verbal, physical, or visual, that creates an intimidating or hostile work environment.
- Providing clear procedures for reporting and addressing harassment claims.
- Ensuring that all reports of harassment are treated seriously and investigated promptly.

12. Diversity and Inclusion Charter

As part of our commitment to inclusion, EKO-TECH has adopted a Diversity and Inclusion Charter that emphasizes:

- A culture of respect and belonging for all employees.
- Ongoing efforts to recruit and retain a diverse workforce.
- Regular assessments of our policies and practices to ensure they reflect our values of inclusivity.

13. Environmental Responsibility

EKO-TECH is dedicated to sustainable practices and minimizing our environmental impact. Employees and partners must:

- Comply with environmental regulations.
- Use resources responsibly.
- Promote recycling, energy efficiency, and waste reduction.

14. Prohibition of Child and Forced Labor

EKO-TECH strictly prohibits the use of child labor, forced labor, or any form of modern slavery in our operations and supply chain. We require our suppliers and partners to comply with these standards and conduct regular audits to ensure adherence.

15. Health and Safety Policy

The health and safety of our employees, contractors, and visitors are of utmost importance. EKO-TECH is committed to:

- Providing a safe working environment in compliance with all applicable health and safety regulations.
- Identifying and mitigating workplace hazards.
- Promoting a culture of safety and continuous improvement.

Employees must immediately report any safety concerns or incidents to their supervisor.

16. Reporting Violations

Employees and partners are encouraged to report violations of this Code of Conduct, applicable laws, or company policies without fear of retaliation. Reports can be made to a supervisor, compliance officer, or via the company's whistleblower mechanism.

17. Disciplinary Actions

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or contracts. EKO-TECH reserves the right to involve law enforcement when necessary.

Acknowledgment

All employees, contractors, and business partners must review this Code of Conduct and sign an acknowledgment of their understanding and commitment to adhere to its principles.

Contact Information

For questions or to report concerns, please contact the

Compliance Office
at iwona.koscianska@eko-tech.biz