

# Human Rights Policy in Polwax S.A.



This policy defines the commitment of Polwax S.A to respect human rights, including employees' rights, as required by the domestic and international law, especially the inalienable human dignity of all employees and external stakeholders who may be influenced by the Company's activities or whom the Company may influence through its decisions.

Polwax S.A. respects the principles of the Universal Declaration of Human Rights and the declaration of the ILO Declaration on Fundamental Principles and Rights at Work, in particular based on:

## Creating an open and friendly working environment

The Company creates an environment based on honesty, mutual respect, tolerance and cooperation. Disputes and problems are resolved through agreement and factual dialogue, with respect for both parties and the value of long-term relationships.

We do not tolerate any form of violation of human dignity, including any signs of harassment, discrimination, or mobbing. Any actions that violate or endanger the personal rights of the Company's employees or collaborators are also not accepted.

In its activities, the Company is guided by the principle of fair treatment of all individuals in order to fully respect basic human rights, regardless of gender, age, marital status, disability, race, religion, nationality, political and religious beliefs, trade union membership, ethnicity, sexual orientation or form of employment.

## Freedom of association and entering into collective labour agreements

In the Company, we respect the rights of our employees to form and associate in trade unions, freedom of expression, freedom of entering into collective labour agreements and the right to due protection of employee representatives, in accordance with applicable legislation.

The relations between trade unions and the Company are established in a spirit of mutual understating and dialogue in order to contribute to the creation of effective and socially acceptable solutions.

Trade unions, while carrying out their tasks, are entitled to report and investigate any possible human rights violations with the Company's authorities.

## Occupational health and safety

Occupational health and safety of our employees are our fundamental values. Our priority is to constantly improve working conditions and minimise the number of accidents and near misses. The Company reduces the risks and implements prevention measures adequate to the threats in order to ensure safe work, follows all applicable employment laws, and introduces regulations to ensure occupational health and safety on an ongoing basis. All employees and collaborators undergo regular, documented training in occupational health and safety.

## Confidentiality and conflict prevention

The Company observes high standards of integrity and honesty in its internal and external policies. Offering and accepting gifts or other financial or personal benefits is not tolerated.

Employees are obliged to observe professional secrecy and confidentiality of information relating to the Company's business to which they have access and which is not generally known.

The Company does not accept any activities which compromise impartiality connected with the performance of particular roles or assigned tasks.

## Respect for human rights in the value chain

We pursue our business goals with respect for human rights and we expect the same from our business partners. The Company establishes partnerships with businesses operating legally and expects respect for human rights, including employee rights, from its cooperating entities.

In particular, the Company expects its contractors to comply with the commonly accepted set of values, respect their employees, and treat them with dignity. We strive to ensure that all requests for quotations as part of the contractor selection process and contracts concluded with new or existing suppliers contain mandatory clauses relating to, among other things: compliance with health and safety regulations, rules and standards of conduct, absence of conflict of interest, prevention of corruption, environmental protection, and respect for human rights.

## Equal opportunities for employment, promotion, development and professional training

The company ensures that the employees and job applicants have equal opportunities in recruitment and employment, especially in the establishment and termination of an employment relationship as well as in working conditions and promotion opportunities. Furthermore, the Company is committed to the professional development of its employees and collaborators. It supports them in improving their personal skills and competences through equal access to various forms of training within their job positions or their field of competence.

We effectively plan and carry out business tasks, using our knowledge, experience, and intellectual potential.

The working time of the Company's employees is recorded and accounted for in accordance with the applicable provisions of law, respecting the right to rest and leisure, as well as holiday entitlements.

## No child labour and forced labour

The Company does not accept any form of child labour, in accordance with the applicable provisions of law concerning the minimal age of employment, and opposes any form of forced labour or modern slavery. While protecting all rights pertaining to personal dignity, we also respect, protect and promote family and parental values.

## Information security and respect for privacy

The Company takes the utmost care to protect information, including the personal data of employees and individuals associated with the Company. It only collects and stores data required for the effective operation of the Company.

Particular attention is paid to the security of information protected by the provisions of law, internal regulations, and relevant clauses contained in agreements with employees and business partners.

## Respect for human rights in relations with employees

In the employer-employee relationship, the Company emphasises respect for human rights and values an attitude of understanding and cooperation. We provide all employees, regardless of their position, with access to up-to-date information concerning the operation of the Company, essential for performing the tasks entrusted to them.

Additionally, to enhance the protection of employee rights, we have adopted "Procedures of Conduct in Cases of Suspected Mobbing, Harassment and Sexual Harassment". The provisions of the document contain instructions for identifying unacceptable behaviours which undermine our values, such as respect for human dignity or rules of community life, as well as the procedures to follow in the event of irregularities.

## Dialogue with stakeholders

We aim to engage in dialogue with all our partners to present our views and respond to expectations. We treat all Stakeholders of the Company equally and as partners, regardless of their social and financial status, personal beliefs and achievements to date. We value the time and resources of our stakeholders, clients and business partners.

We treat the representatives of local authorities and local communities in the field of our activity with respect.

## Reporting and handling irregularities

The Company has implemented and applies mechanisms for reporting infringements and irregularities, including through anonymous reports. The Company ensures the security and anonymity of whistleblowers. The implemented whistleblowing, reporting and analysis mechanisms allow us to identify inappropriate behaviour and undertake corrective actions.

We review and modify our policies and internal procedures which impact human rights. The analysis of internal normative acts is continuous due to the constantly changing legal environment, the context in which the Company operates, and the emergence of new risks concerning the respect for human rights, especially employee rights.

