

CODE OF ETHICS

COMPANY MANAGEMENT

- We undertake to behave in accordance with legal and ethical principles in relation to state and government authorities, local authorities, the region and the whole society and to provide them with true, understandable and timely information.
- We fully respect the law and act only in accordance with applicable legislation.
- The company FORTISCHEM, a.s. does not create space for illegal support or inappropriate influence in its favor; pays taxes properly, does not knowingly commit tax evasion and takes care of the transparency of all financial transactions. Complies with all legal provisions against money laundering.
- The company FORTISCHEM, a.s. may not make direct or indirect contributions to political parties, candidates or groups. It does not prevent employees from carrying out political activities. Employees perform these activities exclusively as private individuals, not as representatives of the company. Political activity at the workplace and during working hours is not permissible

Ethical responsibility of management

- The company's managers consider employees as co-workers for whom they prepare the conditions to be able to effectively use their potential, paid working hours, accept their responsibilities and contribute to the development of the company in a creative way. They create a positive working atmosphere.
- Company managers effectively use available resources, including the potential of human resources. In connection with this, they can apply the principles of delegating responsibility, authority and information to a high degree.
- Company managers continuously develop relationships with internal and external groups on a partnership basis. Using appropriate methods, they support employees' sense of belonging and loyalty to the company and their interest in its prosperity
- Company managers undertake to provide regular, comprehensible and true information to co-workers. At the same time, they verify whether the information provided by them has found its addressees. They talk openly about problems and know how to find their creative solutions.
- Company managers are able to recruit people for the company's goals, they can effectively lead and motivate them. They perceive changes as an opportunity to grow the company's prosperity. They know how to get people for them.
- Company managers ensure the company's personnel security by preparing personnel replacements for important positions, mutual substitutability of people, as well as expanding and preserving knowledge.
- The company's managers are obliged to acquaint employees with the values and requirements stated in this code of ethics and train them to comply with it, and they are obliged to lead by example in respecting it. They are also obliged to create an environment that is socially just and in which dialogue can be developed in such a way that there are no violations of this code.

BUSINESS ACTIVITY

Customers

- An honest, responsible and correct approach to customers, while satisfying their needs and interests are a prerequisite for a successful and permanent business relationship.
- Behavior in relation to customers is discreet, polite, without any favoritism, prejudice or discrimination. We undertake to use only legitimate business methods and consider the information obtained from the customer confidential.
- We provide timely, complete, unbiased, true and understandable information about our products and services. FORTISCHEM a. s. does not commit falsehoods, concealment, exaggeration in advertising and other public appearances. If, due to extraordinary circumstances, we cannot fulfill the agreed conditions, we will initiate negotiations with the business partner as quickly as possible in order to seek an alternative solution.
- The priority is for our products to be of high quality, complying with established standards.
- FORTISCHEM, a.s. adheres to the UN Universal Declaration of Human Rights and makes sure to apply a uniform procedure and achieve a high moral standard even in countries with different business practices.

Suppliers and creditors

- Relations with suppliers and creditors are based on mutual respect and trust. All information about the company's relationships with its suppliers is considered confidential.
- We create mutually beneficial relationships based on discretion.
- We create equal and transparent conditions for all our business partners.
- The company FORTISCHEM, a.s. undertakes to create a safe working environment for its business partners and their employees staying at the workplaces of the company FORTISCHEM, a.s. At the same time, it requires them to comply with all safety regulations in force at FORTISCHEM, a.s.
- We undertake to comply with the agreed terms and conditions. If FORTISCHEM, a.s. cannot meet the agreed requirements due to extraordinary circumstances, it enters into negotiations with the business partner as quickly as possible with the aim of finding an alternative, mutually acceptable solution.
- FORTISCHEM, a.s. provides its creditors with reliable guarantees and truthful information about its economic situation.
- Employees of FORTISCHEM, a.s. may not accept cash gifts or other commissions from business partners.

Competition

- FORTISCHEM, a.s. respects the laws and rules that regulate competitive relations. Company treats his competition honestly, in accordance with the good manners of competition.
- We do not attempt to obtain information about competitors' business by dishonest and illegal means (industrial espionage, bribery, or any other dishonest way), we do not apply any form of unfair competition.

EMPLOYEES

Basic principles

- Relations with employees and between employees, as well as between superiors and subordinates in the company FORTISCHEM, a. s. are based on respect for the dignity of every person and respect for basic human rights in the spirit of the UN Universal Declaration of Human Rights.
- Each employee is required to create an atmosphere of mutual respect, trust, belonging and cooperation based on teamwork, without which long-term economic results cannot be achieved.
- We do not tolerate any physical, psychological or sexual harassment. Any form of abuse, humiliation, bullying and dishonor of the human personality or discrimination is unacceptable in society.
- All employees of the company are responsible for their actions, which is also reflected in the consistent performance of tasks. Employee should behave in such a way that he/she does not harm his colleagues, does not make their work difficult and does not hinder their initiative.
- Company FORTISCHEM, a. s. bases its success on the professionalism of its employees, expects from them active and purposeful actions, searching for and using opportunities to improve their work and their own performance. Anyone who thinks they can contribute to the improvement of any area of society has the right to be heard and receive feedback on their proposals. Employees listen to others, discuss topics openly and professionally, actively seek the opinions of others, exchange diverse opinions and try to find the right solution.

Work

- Company FORTISCHEM, a. s. hires employees and directs their careers based on their qualifications for the job, without any racial, religious or national discrimination, regardless of skin color, gender, age, status, sexual orientation.
- We ensure the professional and personal development of our employees. We undertake to create conditions for developing the skills and abilities of our employees corresponding to the current and future needs of the company. We expect employees to actively use these options.
- Company FORTISCHEM, a. s. undertakes to implement a fair remuneration policy, without any discrimination. The method of remuneration should reflect individual results, activity and the importance of the job position in relation to the economic results of the company.
- Company FORTISCHEM, a. s. undertakes to respect objective criteria and basic ethical standards in the dismissal process. The dismissal process must be lawful, timely announced, transparent.
- Company FORTISCHEM, a. s. is committed to creating a non-harmful, safe work environment. However, employees are obliged to respect all safety regulations and to ensure that they do not endanger themselves, co-workers, other persons and do not cause material damage.
- Company FORTISCHEM, a. s. takes care of a high level of social and health care for its employees, as well as for former employees who have retired.
- Ethics of communication, dissemination and protection of information.

EMPLOYEES

Ethics

- The management of FORTISCHEM, a. s. creates space for the free expression of each employee's own opinion without the risk of intimidation or sanction.
- The management of FORTISCHEM, a. s. undertakes to explain its goals and intentions, as well as the meaning of individual activities and activities, to support active communication and to activate employees to improve their work performance as well as the overall performance of the company. Management pays special attention to the preparation of co-workers for changes in the company FORTISCHEM, a. s.
- Company FORTISCHEM, a. s. supports cultured communication not only between individual employees but also between individual departments of the company. Intentional concealment of information that could contribute to the improvement of the company's work is considered morally unacceptable.
- All employees of FORTISCHEM, a. s. are obliged to protect information that belongs to the company or that is related to its business activities. Such information is considered confidential and may only be used for business purposes and never for personal purposes. Employees leaving FORTISCHEM, a. s., must continue to protect information belonging to the company.

Protection of reputation

- Each employee of the company acts not only as a private person, but also as a representative of the company. Therefore, even in public, he/she should take care of the good name of the company and protect its interests.
- Every employee of the company is obliged to protect the intellectual and material property of the company. Telephones, faxes, e-mail, as well as all computer equipment, hardware and software are used strictly for business purposes only, except in cases of necessity. Other special work tools are used according to established rules.
- Company FORTISCHEM, a. s. undertakes to respect copyright and requires the same attitude from its business partners in relation to the documents and materials of FORTISCHEM, a. s. In the company FORTISCHEM, a. s. only legally purchased software is allowed to be used.
- An employee of the company does not appropriate, borrow or lend the company's property while on leave. Illegal appropriation of company property or its use for personal purposes or another's need without express permission is considered as serious as direct theft and may lead to termination of employment. An employee's paid working time is also considered company property, which should not be used for personal use without proper permission.

Use of company property for private purposes

- The use of company property for private purposes is permitted only if it is stipulated in a separate contract or if it is allowed internally.

Side job

- Secondary employment must not conflict with the interests of FORTISCHEM, a. s. (applying mainly but not only in the case of performing side work for competing companies).
- An employee of the company may carry out business activities that are consistent with the subject of the company's activity only with its prior written consent.

GENERAL PROVISIONS

- The company's code of ethics applies to all company managers and employees, as well as to other persons acting on behalf of FORTISCHEM, a.s. Everyone is obliged to comply with the code, to act in accordance with its provisions and to support it.
- All employees of the company must be aware that any violation of the ethical standards specified in the code of ethics will be assessed as a violation of work discipline.
- Employees are required to report violations of this code. They give the information to their immediate superior, which is a typical procedure. However, if the employee has the impression that this is not appropriate in the given situation, he/she can submit this to the next higher superior according to the organizational structure. Information can be provided orally, in writing, by e-mail, or by phone at any time.
- The direct supervisor is obliged to deal with the submitted information about the violation of the Code of Ethics and to accept the solution. If employee considers himself, he/she can turn to his superior or to the management of the company.
- The identity of persons reporting suspected violations of the Code of Ethics is kept confidential to the greatest extent possible. No retaliation will be directed against an employee who reports a suspected violation of this Code.
- Disciplinary action or its absence does not preclude the action of law enforcement authorities in the event of suspicion that a misdemeanor or criminal offense has been committed.

