

# GRAD-EXPORT<sup>®</sup>

since 1992.

PRODUCTION OF DECORATIVE PANELS

## CODE OF CONDUCT FOR EMPLOYEES





## Introduction

This Code of Conduct for Employees is intended for all employees of Grad-export, describing the main principles of ethical behavior. Grad-export adheres to the UN Guiding Principles on Business and Human Rights and the OECD Guidelines for Enterprises.

## Purpose

The purpose of this Code of Conduct for Employees is to ensure that employees of Grad-export have clear guidelines regarding lawful and ethical behavior, including human and labor rights, the environment and the fight against corruption. We expect all our employees to help us fulfill our fundamental responsibilities and appreciate their involvement in activities related to this goal.

## 1.Human and Labor Rights

Grad-export respects human rights at all times, including all principles of the International Bill of Human Rights and the fundamental labor conventions of the International Labor Organization.

## Child Labor, Forced Labor and Human Trafficking

Grad-export does not accept child labor or any form of human labor.

## Combating Abuse, Discrimination and Harassment

At Grad-export, we are committed to providing a safe and fair work environment. Our employees will have equal opportunities and treatment in employment, and we prohibit any type of discrimination or harassment based on age, race, gender, color, religion, sexual orientation, etc. We do not allow the use of corporal punishment or other forms of physical, sexual, psychological or verbal abuse as a method of control in the workplace.

## Working conditions

Working conditions, hours, rest, leave and wages are in accordance with local regulations and industry practice. The normal workweek shall not exceed 48 hours on average in a four-month period. Overtime may occur, but shall not be required on a regular basis.

## Health and safety

At Grad-export, health and safety are our highest priority. We believe that time invested in safety has significant business benefits including employee well-being and morale, cost reduction and increased operational discipline which positively impacts productivity, quality and delivery.

## 2.Environment

Grad-export is very aware of its responsibility towards the environment. We are committed to reducing our carbon footprint.