



**P&F
COMP
ANY**

COMPANY-WIDE CODE OF ETHICS

P&F Company s.r.o.



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P&F Company s.r.o. (hereinafter as “the Company”) accepts this Code of Ethics as an assemblage of basic values and approaches for conducting business, to which it will adhere while performing its business activities.

Upholding the law is the foundation of the Company’s ethical standards. The Company always abides by every valid law, regulation, rule, and Conformity Regulation. Should the Company’s principles or Code of Ethics contradict the law in force, it will always require compliance with the law.

The Company’s Code of Ethics is not generally bound by a legal regulation, rather by an assemblage or rules that supplement legal and other regulations.

The Company upholding the Code of Ethics is done as a moral commitment that adjusts the behaviour and conduct of all its employees towards the Company, the people it works with, its customers and other business partners, state administration bodies, and the public.

Protecting the good name of the Company

Employees are always obliged (and that includes any activities performed outside of work) to act and behave with the understanding that they represent P&F Company s.r.o. and their behaviour, actions, and expressions may harm or belittle the good name of their employer.

Sensitive information

Employees are obliged to keep sensitive information secret. Such information may be shared with them or they may receive access to it within the scope of performing their work for P&F Company s.r.o. The exception to this rule are situations where the employee has been freed of this responsibility by the management of the Company or should the law force them to break this rule. Sensitive information is understood as all non-public information, which, if made public or disclosed, could be beneficial to the Company’s competition or harm P&F Company s.r.o., its contractors, or customers.

Management

Managers are the example of moral and ethical qualities for other employees. They represent the Company and are responsible for monitoring whether the Code of Ethics is upheld by their subordinates.

Relations with employees

- The Company bases its relationships with its employees on respect for the dignity of each person.
- The Company creates favourable and safe working conditions for its employees and enables them to raise their professional level.
- The Company employs employees based on their eligibility for the job without any political, racial, religious, or national discrimination, regardless of gender, age, or status.
- Child and forced labour are prohibited within the Company. The same rule applies to all the Company's contractors and their subcontractors.
- The Company does not allow the discrimination or the sexual, physical, or psychological harassment of its employees.
- The Company ensures the fair remuneration of its employees for the work they perform, including the proper payment of wages.
- The Company requires employees to follow the principles of occupational safety, compliance, and the use of the established working time fund.
- Concerning the Company's assets, the Company requires that employees manage the entrusted funds properly in order to protect the employer's assets.
- Information about the Company received by the employees when performing their work may not be used for personal gain.
- The Company does not allow disproportionate hospitality or gifts to be given to contractors or customers, nor does it allow disproportionate gifts or hospitality from customers or contractors to be accepted.

Relations with customers

- The basis of a successful and lasting business relationship is honesty and equality in one's dealing with every client.
- The Company ensures that its services are high-quality and that they meet the preset parameters and requirements.
- The Company heeds the fulfilment of its obligations within the arranged or agreed-upon deadlines.
- The Company considers corrupt practices of any kind to be unacceptable and uses only legitimate methods to offer or sell its services.
- The Company considers all customer information to be confidential.

Relations with contractors

- Selecting contractors is carried out exclusively by the Company per the rules of commercial competition.
- The Company considers any corrupt practices to be unacceptable.
- The Company never abuses its market position.
- The Company respects all contractual arrangements and payment morale.
- The Company considers all information regarding relations with contractors to be confidential.

Relations with competitors

- The Company always behaves fairly towards its competition; it does not harm its competitors' nor their representatives' good name.

Relations with state administration and regional bodies

- Within its business activities, the Company also takes into account the interests of its broader social environment.
- The Company communicates with state administration bodies using accurate information regarding the Company.
- The Company heeds proper bookkeeping and the timely payment of its financial obligations to the state administration.
- The Company has an active charity policy.
- The Company recommends that its employees donate annually from the rewards they receive in excess of their salary or benefits to the charitable causes of their choice.

The environment

- The Company is ever interested in improving the quality of the environment.
- The Company is actively engaged in removing the effects of its business activities and, by means of adjusting its technological approaches, it strives to minimize the impact of its process on the environment.
- When engaged in its activities, the Company respects the set standards for the field of environmental policy.

Upholding standards and their verification

- The Company creates conditions for all its employees to have the opportunity to express their opinion regarding the Company's behaviour, its decisions, and the behaviour of its employees.
- The Company's management deals with all suggestions and information in connection with the violation of this Code of Ethics.
- The Company excludes any sanctions or adverse effects on an employee who has made a complaint in accordance with this Code of Ethics.

Complaints, observations, and breaching the code of ethics

Principles of invulnerability

- The Company will not retaliate against an employee who reports a possible violation of the Code of Ethics. This means the employee will not be let go or otherwise discriminated against in any way, as the employee has reported possible breaches of the rules. This does not apply to persons who knowingly make false accusations or intentionally provide incorrect information.

Leaving complaints or observations

- Should an employee have any questions, should they be concerned, or want to share information regarding upholding the rules, they can turn to:
 - their superior or the General Manager of the Company
 - email: info@pfcompany.cz

Breaching the Code of Ethics

- Should an employee breach the Code of Ethics, disciplinary actions may be enacted according to legal regulations and the Company's internal principles and rules. Relevant disciplinary actions may also be enacted against managers and directors in the event the Code of Ethics is breached.

Investigating reported complaints

- The Company will investigate all reports fairly and thoroughly and take appropriate action. It will also make every effort not to divulge the complainant's identity unless necessary for the investigation or by law. The same applies if the complainant requests the Company to treat the information provided as confidential.
- The Company also expects everyone to fully cooperate in any internal investigation.

This model of behaviour is applied to every member of management and employee of the Company.

This publication may only be created to meet the needs of P&F Company s.r.o.

It may not be copied or published in any way without written consent from a representative of the Company.

With my signature, I declare that I read, understand, and undertake to respect the purpose and text of the P&F Company Code of Ethics.

First name, Last name

Signature

Date

P&F Company s.r.o.

When you need outside help, we've got you covered.

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