

# **Code of Conduct**

CODE OF CONDUCT DOCUMENTED BEHAVIOR, PROCESSES AND PROCEDURES THAT WE EXPECT AND ACCEPT FROM OUR SUPPLIERS .

#### Introduction

Dartom wish to ensure that we act responsibly in accordance with ethical, legal and international standards of behavior. Dartom complies with the law in every country in which it operates and expects the same from each subcontractor, suppliers or other business partners ("partners").

This Code of Conduct ("Code") outlines our expectations regarding the workplace standards and business practices of our employee as well as from our partners.

## WORKPLACE, LABOR AND HUMAN RIGHTS

Partners are expected to keep their workplaces free of harassment, harsh treatment, violence, intimidation, corporal punishment, mental or physical coercion, verbal abuse and discrimination. We also we condemn forced labor as well as child labor work.

We expect from our partners to respect at least minimum wage required by local law.

Employer should provide accident insurance for all workers. Our subcontractors should to respect work-time according to local law as well as to UE law.

Partners must respect the right of their employees to join or not to join any lawful association without fear of retaliation.

Partners shall only employ workers with a legal right to work. Illegal child labor and forced labor are forbidden in any circumstance.

#### BUSINESS CONDUCT AND ETHICS

Every form of corruption or bribery is strongly prohibited and not accept.
Employee or any of Partners must not engage in illegal payments or corruption or tolerate the offer of gifts, favors to obligate the receiver.

All activities of our employee or Partners should comply with applicable commercial law and official regulations.

We demand our employees to keep the internal secrets of the company, as well as

from employees and partners, to maintain confidentiality regarding the current cooperation.

## HEALTH, SAFETY AND THE RISK MANAGEMENT

We expect from our Partners (especially subcontractors and suppliers) to promote secure, safe and healthy work sites. They should have everything in place that is needed to reduce the risk of accidents or injuries. Also should to manage hazardous material through compliance with applicable laws, regulations and standards as well as internal rules and procedures.

We managing risk by standing with internal procedure and also expect from Partners to prevent release of hazardous material, fire, explosion and other major accidents that may cause severe damage to employees, local communities and environment.

### CSR POLICY

Dartom constantly developing environmental policy and conduct efforts to reduce the carbon footprint. We encourage our Partners to continually seeking to achieve best practice in environmental protection. We believe that every company should use all resources wisely and without compromising the ability of next generations to meet their needs. We appreciate efforts to reduce the environmental impacts of operations by preventing unnecessary pollution and waste. Such efforts include source reduction, recycling, composting,

reusing materials and conserving water and energy.

Our Partners should comply with all environmental laws, including those relating to hazardous materials, wastewater, solid waste and air emissions.

#### CONTACT DETAILS

Any questions regarding to this Code of Conduct should be directed to Dartom office,

By email: dartom@dartom.com.pl

Or directly to your commercial supervisor.

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