

FORMIKA Sp. z o.o. CODE OF CONDUCT FOR BUSINESS PARTNERS



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CODE OF CONDUCT FOR BUSINESS PARTNERS

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FORMIKA Sp. z o.o.

CODE OF CONDUCT FOR BUSINESS PARTNERS

TABLE OF CONTENTS:

1. Purpose and Scope	4
2. Business Partner Selection Process and Conflict of Interest	4
3. Anti-Corruption, Competition Law, and International Sanctions	5
4. Benefits within the Framework of Representation	5
5. Human Rights, Health, and Safety.....	5
6. Data Protection, Confidential Information, and Intellectual Property.....	6
7. Environmental Protection	6-7
8. Control.....	7
9. Grievance Procedure for Reporting Suspected Unlawful or Code-Contrary Activities.....	7-8



FORMIKA Sp. z o.o.

CODE OF CONDUCT FOR BUSINESS PARTNERS

1. Purpose and Scope

- 1.1.** The purpose of this Code is to build a sustainable value chain and foster the idea of mutual responsibility and partnership between companies.
- 1.2.** Formika strives to cooperate and establish a transparent and fair relationship with its Suppliers, hereinafter referred to as Business Partners for the purposes of this document.
- 1.3.** This Code applies to all Business Partners of Formika.
- 1.4.** This Code outlines the ethical conduct that Formika expects from its Business Partners and confirms our commitment to treating them in a transparent and ethical manner.
- 1.5.** Acceptance, signing, and compliance with this Code are mandatory for every Business Partner. We trust that our Business Partners will adhere to the same norms and standards as described in this Code.

2. Business Partner Selection Process and Conflict of Interest

- 2.1.** Formika reserves the right to prioritize transparency and ethical conduct of potential Business Partners in the supplier selection process.
- 2.2.** In its dealings with suppliers, Formika aims to build long-term relationships based on trust, incorporating the values of sustainable development, and is guided by the suppliers' risk management capabilities and commitment to sustainable practices.
- 3.3.** Every Business Partner is obliged to report any irregularities and conflicts of interest before the commencement of the selection and evaluation process.



FORMIKA Sp. z o.o.

CODE OF CONDUCT FOR BUSINESS PARTNERS

3. Anti-Corruption, Competition Law, and International Sanctions

- 3.1.** Business Partners are obligated to comply with applicable laws regarding competition protection and anti-corruption.
- 3.2.** Business Partners shall not engage in activities aimed at restricting market competition or be involved in any forms of corruption, bribery, or the acquisition of benefits derived from dishonest practices and actions.
- 3.3.** Business Partners are prohibited from engaging with parties subject to trade sanctions. Partners must adhere to regulations concerning international trade sanctions.

4. Benefits within the Framework of Representation

- 4.1.** Business Partners shall not offer or provide valuable gifts or financial benefits as part of representation to Formika employees. Any gifts must be nominal and must not influence business decisions. Hosting related to the performance of official duties should remain within reasonable limits and should not be perceived as means of influencing decisions.

5. Human Rights, Health, and Safety

- 5.1.** Formika expects all Business Partners to protect and promote human rights concerning their employees and contractors. Business Partners' employees shall be treated with due respect, in accordance with international labor standards, including the conventions of the International Labour Organization and laws prohibiting slavery and human trafficking.



FORMIKA Sp. z o.o.

CODE OF CONDUCT FOR BUSINESS PARTNERS

- 5.2.** Business Partners also commit to fully respecting and not excluding individuals from society based on gender, age, origin, religion, sexual orientation, parenthood, hereditary disease, social status, or other factors unrelated to the ability to perform work.
- 5.3.** Business Partners shall guarantee employees the right to freedom of association and the right to collective bargaining.
- 5.4.** In cooperation with Formika, Business Partners commit to complying with all legal regulations concerning health and safety. We expect Business Partners to provide appropriate health and safety measures for their employees.
- 5.5.** Business Partners commit to ensuring dignified working conditions, providing a safe and hygienic workplace, and fair remuneration in accordance with local legal requirements.
- 5.6.** Business Partners commit to adhering to national and international laws and standards concerning the rights of children and minors, in accordance with Convention No. 138 of the International Labour Organization.

6. Data Protection, Confidential Information, and Intellectual Property

- 6.1.** The parties hereby commit to upholding intellectual property rights, safeguarding confidential data, and ensuring compliance with applicable privacy laws and regulations.
- 6.2.** The Business Partner shall ensure the protection of rights through the utilization of legally acquired software and information technology for which they hold valid licenses.

7. Environmental Protection

- 7.1.** Formika expects its Business Partners to minimize their environmental impact and to engage in continuous improvement and reduction of such impact, acting in accordance with the principles of sustainable development.



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FORMIKA Sp. z o.o.

CODE OF CONDUCT FOR BUSINESS PARTNERS

7.2. The Business Partner is obligated to:

7.2.1. Manage environmental issues through a designated entity or individual responsible for minimizing environmental impact, which shall be monitored at least annually.

7.2.2. Exercise due diligence in the selection and utilization of raw materials, specifically conflict minerals.

7.2.3. Comply with legal regulations concerning the introduction of single-use plastic packaging and waste management regulations. The Business Partner shall monitor this at least annually and document the quantities and codes of produced waste, as well as the methods of waste handling, in accordance with legal requirements.

7.2.4. Maintain full transparency in the supply chain to facilitate the traceability of the origin of raw materials used in the production of goods.

8. Control

8.1. Formika reserves the right to conduct inspections and, if necessary, on-site audits concerning the ethical conduct of the Business Partner. The Business Partner shall be notified in advance, and the verification activities shall not disrupt its normal operations

8.2. Formika may verify compliance by assessing the status of the Business Partner on platforms such as Ecovadis or Sedex.

8.3. A breach of the Code may result in consequences including reprimand, contractual penalties, or even termination of cooperation in cases of gross violations of the Code.

9. Grievance Procedure for Reporting Suspected Unlawful or Code-Contrary Activities

9.1. Any concerns or breaches of this Code by any employee within the value chain shall be reported through the available channels for reporting grievances:

Online platform: **formika.liniaetyki.com**

By sending an email: **rzecznik-etyka@formika.com.pl**

By telephone: **+48 22 314 53 33 int.133**

In writing to: **Formika Sp. z o.o., ul. Św. Jerzego 9, 05 – 808 Brwinów, POLAND**



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CODE OF CONDUCT FOR BUSINESS PARTNERS

9.2. If a grievance involves members of the Management Board, the grievance shall be submitted in writing to the company's address, marked "ETHICS".

9.3. No retaliatory actions shall be taken against individuals who report undesirable actions in good faith. All grievances will be duly investigated, and appropriate actions will be taken in the event of confirmed breaches.

