

Code of conduct

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1. Introduction

The Code of Conduct is a set of rules and guidelines that set the basic ethical and legal standards that should be followed every day at FŁT-Kraśnik S.A. The duty of ethical behavior applies to all employees employed both on a contract of employment and on a civil law contract, regardless of their position.

Every employee of FŁT-Kraśnik S.A. is responsible for ensuring that his conduct is ethical, fair and lawful. The company also expects ethical conduct from business partners. The Code of Conduct presents examples of situations requiring proper conduct. The Code of Ethics gives guidelines that should be used in situations where the proper behavior is not obvious

2. Order in organization

Ensuring organizational order is the main task of the FŁT-Kraśnik S.A. Management Board thanks to which common goals are realized between the interested parties and threats are recognized in order to prevent and mitigate their possible negative effects. Internal stakeholders: Shareholders and employees who directly influence the functioning of the company and who are closely related to the company. External stakeholders: clients, suppliers, competition/competitors, media, NGOs, etc. - their relationship with the company is not crucial, but it can have an impact on its operation. FŁT-Kraśnik S.A. manages relations with internal stakeholders in such a way as to get them satisfied and at the same time avoid the threats caused by their actions. Of particular importance here is the leadership that engages employees to act in accordance with the principles of social responsibility and organizational culture. In addition, these

relationships have the nature of formalized records in accordance with applicable law. A common form of involvement of internal and external stakeholders is communication in the form of organized trainings, newsletters, website, exhibitions and fairs, advertising leaflets, press and TV advertisements, meetings in the region's economic forum, philanthropic activities, e-mails, satisfaction surveys, interviews telephone calls and direct contacts.

3. Standards and behaviors of the management

Persons who belong to the management and supervise the work of other employees bear particular responsibility for compliance with the Code. They are the instance to which the employee turns to the problem, they are most often assessed by their subordinates. That is why it is extremely important to exemplify the behavior of the management staff and ensure that its subordinates comply with the Code.

4. Customers

Out of concern for the trust of FŁT-Kraśnik S.A. clients declares that offers and contracts are prepared in a clear, readable and understandable manner. The information provided makes it easy to compare products as a basis for making informed choices by customers. The products and services provided are safe for users and the environment, in accordance with the EU Directives. FŁT-Kraśnik S.A. it attaches great importance to ensuring that all transactions and relations with clients are carried out in accordance with the principles of honesty and integrity. The promotional materials submitted to them are in compliance with applicable regulations. Information about our and competitive products are based on facts and documents. We are committed to fair competition, we do not mislead our customers through misleading advertising. We will inform Clients promptly and reliably about the cases of quality deviations, problems in the delivery of products and services. We admit our mistakes and make every effort to repair them - in accordance with the procedures of the Integrated Management System.

5. Commitments towards each other:

In the area of health and safety at FŁT -Kraśnik S.A. is guided by the principle of mutual safety. We should protect each other against physical hazards and injuries, strictly following the health and safety procedures, which were based on the requirements of PN-N 18001 and OHSAS 18001. Our job is to care for the health and safety of our employees. We provide our employees with training regarding requirements tailored to the type of work performed. These procedures apply not only to our employees, but also to people who are not our employees and who stay on the premises of the company. Those who stay at the plant must comply with the applicable FŁT-Kraśnik S.A. procedures related to work safety. This also applies to external subcontractors and guests. FŁT-Kraśnik S.A. special attention is paid to the fact that employees do not stay under the influence of alcohol. An employee who comes to work under the influence of alcohol or intoxicants is a source of danger to himself and others. If the employee has a problem with alcohol addiction, he should inform his supervisor. The obligation to inform the supervisor also rests with the driver of the means of transport, taking medicines containing a warning not to drive machines and motor vehicles during their adoption. In this case, the employee should be assigned a different task for the duration of the treatment.

In the field of human rights

Human rights are the basic and indisputable rules to which every human being is entitled. FŁT-Kraśnik S.A. as an employer, it ensures that all activities are carried out taking into account the rights

and needs of employees. We are committed to providing our employees with a safe and good work environment. Our policies require us to act in accordance with all applicable labor law provisions. We appreciate the benefits of working in a good atmosphere by people who are hard-working, obligatory, loyal to the employer, and are ready to cooperate and engage in the tasks entrusted to. The atmosphere of work built on cooperation gives the opportunity to more fully use the abilities and capabilities of people, both for the benefit of the Company and for the satisfactory personal development of each employee. FŁT-Kraśnik S.A. does not accept the use of any practices related to discrimination on the basis of race, color, age, sex, marital status, religion, views, disability in the personnel policy as well as in everyday work. Recruitment processes, career development paths, employee appraisals, granting promotions and remunerating employees are carried out on the basis of clearly accepted principles and criteria that serve to guarantee equal treatment of all employees and candidates for employees of FŁT-Kraśnik S.A. We comply with the ban on the work of children under 15, forced labor, corporal punishment, psychological and physical coercion and insults, as well as the prohibition of sexual harassment. In FŁT-Kraśnik S.A. mobbing, verbal threats, like other forms of harassment, are unacceptable.

6. Environment

FŁT-Kraśnik S.A. strives to comply with all applicable laws and regulations regarding environmental protection, energy and natural resources conservation as well as pollution prevention, applying appropriate technologies and minimizing waste generation. We monitor the conduct in compliance with applicable legal regulations in the field of environmental protection. We conduct regular reviews of procedures to adapt them to changing circumstances. FŁT-Kraśnik S.A. provides all employees with training in compliance with environmental regulations and standards. Employees are required to participate in training and to apply the acquired knowledge in practice. We follow the guidelines included in the implemented PN-EN ISO 14001 standard.

7. Fair operating rules:

In terms of conflict of interest, employees of FŁT-Kraśnik S.A. they should be guided by the interests and needs of the company in their work, and not by private interests or relationships. A conflict of interest occurs when the employee's private interest conflicts with the interests of the company. In the field of external employment, FŁT employee - Kraśnik S.A. may take another job elsewhere, outside business hours for the benefit of the Company, provided that the second job does not prevent him from fulfilling his duty towards FŁT-Kraśnik S.A. However, work for a FŁT-Kraśnik S.A. competitor, supplier or customer it can lead to a conflict of interest. External employment that interferes with work in FŁT-Kraśnik S.A. is a conflict of interest. You should inform your supervisor about working in another place.

In the field of corruption, bribes, gifts FŁT-Kraśnik S.A. employees they oppose corruption and bribery. They do not accept bribes or other improper financial benefits. They also do not pay bribes or give expensive gifts to clients or government officials in order to obtain business benefits. In FŁT-Kraśnik S.A. only customary small gifts are allowed for customers, suppliers and other business partners (preferably with the company logo) as well as occasional snacks in order to maintain good business relationships. Handing and accepting gifts, beware of the impression of ambiguity. The superior should be informed about the presentation or acceptance of the gift. One should not strive to achieve specific goals by offering bribes or gifts. Quality, price, and company brand should be a sufficient argument.

In the field of FŁT- Kraśnik S.A. competition and its employees conduct their activities in accordance with the principles of fair competition. They do not use unethical and illegal business practices, being aware

that competition contributes to economic growth and improving living standards. They do not take actions that lead to discrediting competitors, and obtain information about their competitors from legal sources. FŁT-Kraśnik S.A. competes only with price, quality and brand. We do not enter into agreements with competitors to establish prices, divide customers or otherwise trade.

In the field of honesty in commercial transactions with business partners and suppliers of FŁT-Kraśnik S.A. reliably regulate all your debts. It promotes fair and cost-effective cost-benefit analysis, which affects fair prices, delivery times and stable contracts. It opts for admission to purchase as wide range of competitors as possible. The most important criterion for choosing the purchased product is its quality, price and delivery options.

8. Employees' obligations towards the company: in the protection of company assets

All employees are obliged to protect the assets of FŁT-Kraśnik SA, including buildings and their rolling, business cars, premises and their equipment, and all machinery and equipment. Employees receive telephones, computers, e-mails. All of these funds are owned by the company. Employees are expected to use the equipment ethically and legally. If the Company's equipment is used at home or away from the workplace, it should be used as intended and protected against theft or damage as if it were owned by an employee. All equipment must remain fully available for the FŁT-Kraśnik SA company. and it is the sole property of the Company. After termination of employment, all equipment belonging to FŁT-Kraśnik SA should be returned without delay. Data and information sent and received by means of business means are the property of the Company. FŁT-Kraśnik S.A. reserves the right to monitor all communications including using the internet and no employee should consider his communication as personal. In particular, it is strictly forbidden to use the Internet or e-mail to access pornographic or other material violating good customs. Each of the employees of the FŁT company - Kraśnik S.A. is also obliged to protect the information and record resources of the Company, including trademarks, professional secrets and confidential information, the list of which is specified in regulation No. 15/2011 of the General Director of FŁT-Kraśnik S.A. from July 29, 2011. Protection of secrets and confidential information also applies to the employee after termination of employment in the Company. In addition, employees are advised to respect the physical and intellectual property rights of other people and parties.

In terms of data privacy.

FŁT-Kraśnik S.A. is responsible for protecting and maintaining the confidentiality of information used at work. He is responsible for protecting the data of clients, suppliers and other entities entrusted under confidentiality agreements. He is responsible for protecting the data of his employees. The right to employee privacy is very important to the Company. Personal data is protected against unauthorized access. They are used only for legitimate purposes. Collection, use and processing of personal information are carried out in accordance with applicable law.

9. Social Responsibility

The company's involvement in the life of the local community is an important value that we follow in our actions. An expression of supporting the local community is offering favorable employment opportunities and good working conditions, as well as providing donations for important social purposes. For the sake of the health of our employees, we maintain the company's health clinic. We promote employee trips to cultural events.

10. Ending

Any problems, doubts, cases of inappropriate behavior and violations of the rules of this Code of Conduct should be immediately reported to the immediate supervisor - in accordance with § 25 para. 3 of the Organizational Regulations of FŁT-Kraśnik S.A.

*Code of Conduct FŁT signed the President of the Board Grzegorz Jasiński
on the 1st July 2016 in Krasnik.*