



PiastAgro

Code of Conduct – Piast Agro Sp. z o.o.

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INTRODUCTION

The Code of Conduct of Piast Agro Sp. z o.o. provides guidelines on how each employee of our company should perform their work. It constitutes a set of our most important values and rules that we have adopted as key for our ways of working. They are what allows us to achieve the highest quality in what we do. We are proud to adhere to laws, rules, values, moral standards and ethical practices. This is how we build trust not only internally, but also with our Clients and Business Partners.

The aim of this document is to provide our employees and stakeholders with a synopsis of our core values. It also presents expected attitudes and actions in everyday situations and various interactions. What is more, the document lists our commitments in key areas of our business operations. The Code of Conduct should be consulted whenever we are faced with an ethical dilemma at work. Every employee is obliged to read the Code of Conduct and adhere to its rules. If in doubt, one's superior should be reached out to for clarification.

The Code is based on our core values, i.e.:

- care for people and environment – occupation health & safety and sustainability
- ethics – honesty, reliability, responsibility for one's decisions
- inclusion – openness, trust and respect
- customer care – quality and transparency in business relations

Our Code is based on international documents, such as ILO conventions, UN "Universal Declaration of Human Rights", "Declaration on the Rights of the Child" and "Guiding Principles on Business and Human Rights", national law, such as the Labour Code, and common guidelines of business ethics compliant with ETI Base Code. We adhere to local law and comply with decisions issued by national, regional and local institutions. The Code applies to all our employees, regardless of the type of employment relationship.

We value honesty, which is why each employee and stakeholder may report actions and behaviour they deem improper in a number of ways, i.e. to their superior (employee) or directly to the top management (employee or stakeholder) – in person, by phone or in writing to the company's address. It is also possible to file an anonymous report by using the contact form available on our website (www.gorczyca.com.pl/kontakt.html or www.mustard-piast.com/kontakt.html) or by submitting a written message to the contact box located within the factory premises, outside of the CCTV coverage. The box may only be accessed by the top management and is checked at least once a week. The whistleblower is guaranteed anonymity and personal data protection even if they decide to sign the message with their name.

Piast Agro Sp. z o.o.

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OUR RULES AND COMMITMENTS

1. EMPLOYMENT IS FREELY CHOSEN

- a) there is no forced, bonded, unpaid or involuntary prison labour,
- b) workers are not required to lodge “deposits” of their identity papers or financial “deposits”,
- c) workers are free to leave their employer after reasonable notice.

2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING

- a) workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively,
- b) the employer adopts an open attitude towards the activities of trade unions and their organisational activities,
- c) workers representatives are not discriminated against,
- d) where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates the development of parallel means for independent and free association and bargaining.

3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

- a) each of us is responsible for health and safety of ourselves and our colleagues,
- b) we act in line with our OHS Policy,
- c) we know what to do in case of danger,
- d) a safe and hygienic working environment is provided, bearing in mind the legal requirements and prevailing knowledge of the industry and of any specific hazards,
- e) adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work,
- f) we act in line with the law, internal procedures, instructions and rules regarding health and OHS at one’s work post,
- g) workers receive regular and recorded health and safety training,
- h) access to clean toilet facilities, break room, and, if appropriate, sanitary facilities for food storage is provided.

4. CHILD LABOUR SHALL NOT BE USED

- a) we observe national laws regarding employment of children / minors,
- b) we do not employ persons below 18 years of age.

5. REMUNERATION

- a) wages paid for a standard working week and for overtime meet, at a minimum, national legal standards,
- b) all workers are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid,
- c) deductions from wages are only permitted as provided for by national law,
- d) deductions from wages as a disciplinary measure are not permitted.



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OUR RULES AND COMMITMENTS

6. WORKING HOURS

- a) working hours comply with national laws,
- b) all workers are provided with written and understandable information about their employment conditions in respect to working hours before they enter employment,
- c) all overtime is voluntary and compensated at a premium rate as provided for by national law,
- d) overtime is not used to replace regular employment,
- e) regardless of legal regulations, workers are provided at least one day off after six consecutive working days.

7. DISCRIMINATION

- a) there is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation,
- b) persons applying for a job are only assessed based on their skills, competencies and quality of work,
- c) each employee has an opportunity to grow and develop their work skills,
- d) we treat each other with respect, regardless of position or years of experience.

8. EMPLOYMENT RELATIONSHIP

- a) obligations to employees under labour or social security laws and regulations arising from the regular employment relationship are not avoided through the use of sub-contracting, or homeworking arrangements,
- b) apprenticeship schemes where there is no real intent to impart skills or provide regular employment are not offered or carried out,
- c) there is no excessive use of fixed-term contracts of employment,
- d) employment relationship is only established as provided for by national law,
- e) labour-only contracting is only allowed in specific cases.

9. HARSH / INHUMANE TREATMENT

- a) physical abuse or discipline, violence, mobbing, sexual or other harassment and verbal abuse are not in use,
- b) we do not use the threat of physical abuse, or other forms of intimidation,
- c) we do not use offensive or foul language,
- d) we do not accept behaviour or communication that results in violation of personal rights of other persons and leads to conflicts at work,
- e) we do not accept retaliation towards an employee who reports suspected misbehaviour in good faith – disciplinary actions are to be taken towards the employee who resorts to such retaliative actions.



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OUR RULES AND COMMITMENTS

10. ENVIRONMENTAL PROTECTION

- a) we adhere to laws and regulations regarding environmental protection and we keep them up to date,
- b) we aim at economical management of water, electricity, gas, etc.,
- c) we take pride in our reasonable waste management,
- d) we recycle materials and packaging so that we produce as little waste as possible.

11. SUSTAINABILITY

- a) we use renewable energy sources,
- b) we respect natural resources,
- c) our aim is to swap our company fleet to EVs,
- d) we promote mustard seeds as catch crop for green mass / green manure in farming.

12. CSR

- a) we respect the law and local society,
- b) we are open and honest when communicating our actions that impact the society,
- c) we are open and attentive to the needs of those around us: we initiate and take part in actions that benefit the local society,
- d) we support local suppliers by awarding them with extra points during supplier qualification process,
- e) we are proud to be a Polish, fully family-owned company.

13. POLITICAL CONTRIBUTIONS

- a) we do not provide any political contribution, neither do we encourage our employees to do so,
- b) each employee has the right to be politically involved outside of work, yet they need to emphasise that is their own opinion or standpoint.

14. CORRUPTION / MATERIAL GAIN

- a) we do not offer bribes or other material gain in exchange for someone's change of opinion, attitude or behaviour towards our company,
- b) we do not offer or accept money, objects or services:
 - if they are of excessive value, or
 - if they do not fall within the scope of regular business practices, or
 - if they violate regulations, or
 - if offering / accepting them may be deemed briberyShould the gift one is to receive cause doubt, they are to consult their superior.



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OUR RULES AND COMMITMENTS

15. CONFIDENTIALITY

- a) we gather and store information about our employees, clients, suppliers and other business partners solely within the scope that is necessary for us to conduct our business,
- b) we comply with data protection laws,
- c) confidential information is only shared with persons who are entitled to it,
- d) we respect the IP and trade secrets of our company: we take utmost care of information we gather while performing our work duties and we do not share this information with third parties.

16. CONFLICT OF INTEREST

- a) we must avoid actions / obligations which could result in us not being able to properly perform our work duties in an objective and effective manner,
- b) business decisions should be impartial and made with company best interest at heart,
- c) at work we avoid situations in which we could be viewed as favouring our relatives or persons we cherish,
- d) we provide no work or services for our business partners or competitors, neither do we run a business that could be considered competitive to Piast Agro.

17. COMMUNICATION

- a) we represent our company even after working hours and we care about its image – we avoid situations in which our company's reputation could be compromised,
- b) we maintain proper communication with our business partners by avoiding offensive or foul language or behaviour,
- c) we respect human rights,
- d) our internal communication ensures that each employee, regardless of their position, has full access to current company information within the scope of their work duties.