

P5/PJ Document No.:	<b>CORPORATE RESPONSIBILITY POLICY</b>	16/10/2017 Date:
00 Version:		Hynek Zádrapa/ ZP management Prepared/approved by:

## 1. Introduction

Our company as a major regional employer with an extensive portfolio of clients and suppliers of products and services influences related living conditions and the environment in its direct and indirect surroundings and has important links to the community. The long-term sustainable success of our business activities depends on a high level of our organisation's social responsibility.

## 2. Our commitment

We pledge to adhere to the company strategy and carry our business activities in accordance with principles related to human rights, labour rights, environmental protection, business ethics and the fight against corruption.

## 3. Organisation's duties stemming from social responsibility

Social responsibility in Zlín Precision is based on the following rules:

### Work rights of employees and job applicants

- equal opportunities to enter the labour market
- cooperation with our employees, the local community (municipality) and the community in general to improve the lives of employees in a way that supports sustainable development and our business activities
- just and equal treatment and avoidance of any discrimination or harassment, mutual respect and ethical conduct
- support for implementation of minimum wages and compliance with regulations governing the work period

### Refraining from use of illegal child labour

### Occupational health and safety, environmental protection

- providing of suitable working conditions, including a safe work environment for all of our employees
- management of our business activities in a manner that is responsible toward the environment.

### Business ethics

- engagement in business activities in accordance with applicable law
- competing for contracts under fair conditions and exclusively based on the quality of our services
- tackling corruption and bribery

- engagement in our activities in accordance with the principles of good administration and business management
- ensuring consideration of social, environmental and ethical requirements by suppliers and other involved parties.

#### Non-conflict materials

- ensuring “conflict-free” use of materials, which must not come from mines in areas of the Democratic Republic of the Congo affected by conflict and must not be illegally taxed in territories where paramilitary groups or illegal armed factions are in control

#### Personal data protection

- ensuring of adherence to the principles of protection of the personal data of employees and persons in the company's direct or indirect surroundings (suppliers, customers).

#### **4. Ethics escalation policy, notification of negative phenomena**

The company defines ethics escalation policy for the purpose of uncovering unfair conduct in the organisation or its surroundings through providing of information to persons or institutions who can verify the reported incidents and intervene as needed.

Reporting of inappropriate conduct can contribute significantly to elimination of improper conduct and unlawful practices in the public and private sectors. Company employees or organisations in their direct or indirect surroundings are hereby called upon based on this policy to take active steps to resolve improper conduct and to report it.

Employees or persons or organisations from the company's surroundings may report improper conduct anonymously or by identifying themselves to the company management or statutory representative, or may use the services of non-profit organisations (such as Transparency International and its legal assistance) or public or non-public institutions (such as labour inspection offices, labour offices, municipal authorities and other relevant administrative bodies, law enforcement bodies, media, political representatives or public defenders).

This company social responsibility policy is publicly available for viewing at the company's site.

This social responsibility policy was revised in Zlín on 12 October 2017.



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Executive Officer