



Document no: III-PR6-2-P7-EN,

Date: 01.06.2024,

Version no.: 1.2



# Supplier Social Responsibility Code

Sii Sp. z o.o is a socially responsible company guided by business ethics in relation to its employees, clients, and their suppliers. We require that all Suppliers demonstrate responsible and ethical business behavior. Firstly, all parties we do business with must comply with Polish and international law. To become our Supplier, companies are obliged to sign the Supplier Social Responsibility Code, adhere to its provisions, as well as to promote the principles of CSR (Corporate Social Responsibility) within the company.

Sii Suppliers must comply with the following ethical principles:

### **Freedom and sense of Safety at work**

Our company complies with the regulations in force, as well as the principles of the UN Global Compact, the Universal Declaration of Human Rights, and the Fundamental Conventions of the International Labour Organization (ILO). Our commitment to these rules is shared by all stakeholders in the upstream chain.

Our company does not use forced or slave labor, labor against the will of the employee, nor employ children, as per legal regulations. We aim to create a welcoming working environment for our staff to carry out their daily duties. This applies to both physical and mental conditions of work, where everyone is treated with respect. Any form of physical and mental violence, sexual abuse, harassment, mobbing, bullying, and corporal punishment or threats are strictly prohibited.

Salary is paid by the external and internal rules on working hours and rates, including legal provisions relating to the minimum wage, overtime compensation, piecework rates, other components of remuneration, and mandatory benefits. Salaries are paid on time.

### **Equality and equal rights**

We respect international legal instruments guaranteeing human rights and strictly adhere to them. We do not use any form of discrimination in the recruitment process and in contact with the employees, customers, and Suppliers. All forms of discrimination based on race, skin color, national origin, age, sex or gender, sexual orientation, religion, health, political opinion, or social status are prohibited and severely punished.

### **Occupational health and safety**

Our company follows international occupational safety standards. We make every effort to ensure that our workplaces are safe for the health of all employees, regardless of their positions and duties. We provide employees with appropriate lighting and air circulation, free access to drinking water and sanitation facilities, all required fire protection equipment, and safety measures and appliances.

### **Freedom of association**

We are open to the wishes and requests of our employees, primarily on issues related to working conditions. We are committed to principles of open communication between employees.

We respect the right to freedom of association – we in no way hinder our employees in the establishment of trade unions and employee groups in accordance with the law.

### **Confidentiality**

We carry out programs to ensure the confidentiality and protection of information as well as data obtained from business partners, employees, and other stakeholders. We are committed to securing the confidential information provided to us, including trade secrets, and undertake not to disclose them to third parties and to use them by the applicable rules and accepted practices.

### **Conflict of interests**

We ensure that no personal or professional interest interferes with the impartial, independent exercise and purpose of its employees' duties.

## Ethics in business

In all business relationships, we act with integrity and fairness. We do not use or condone on the part of others any form of corruption and unfair, illegal behavior. This also applies to the custom of giving and receiving gifts. We accept from others and offer our customers small gifts, in accordance with the law and custom, which do not in any manner serve as a bribe or kickback, or attempt to persuade them to undertake the specific business-related activity.

## Intellectual property rights

We operate in compliance with copyrights, rights protected by patents, trademarks, and other intellectual property rights of all business partners and other stakeholders. We also protect them from abuse or loss, adhering to the applicable laws and terms of use. Management of technology transfer and know-how takes place concerning intellectual property rights.

## Protection of personal data

We are committed to complying with applicable laws regarding the protection of personal data, in particular through the implementation at the company of appropriate physical, information technology-based, organizational, and legal safeguards to ensure the security of personal data, used in particular to protect data against disclosure to an unauthorized person, modification, loss, damage or destruction. Personal data must be processed in accordance with legal regulations in force, and only for the purpose for which the transfer of data had occurred.

## Fair competition and antitrust rules

We are committed to treating our Suppliers and competitors fairly and in accordance with business ethics and the law. To achieve this, we adhere to the following principles:

1. Transparency in the Supplier selection process: we select Suppliers based on objective criteria such as quality, experience, timeliness, cost, etc. We do not favor any Supplier and do not allow conflicts of interest.
2. Fair Play in Negotiations: we negotiate with Suppliers fairly and constructively, respecting their dignity and rights. We do not use our negotiating position to impose unfavorable conditions.
3. Clear contract terms: we conclude contracts with Suppliers in writing, with clear and understandable provisions. Both parties precisely establish and confirm all the important terms, such as prices, quantities, and delivery dates.
4. Equal opportunity for Suppliers: we provide all Suppliers with equal opportunities to participate in bidding procedures. We do not limit the number of potential Suppliers and do not discriminate against any of them.
5. Fair payment terms: we establish payment terms with Suppliers to ensure financial stability for both parties. We pay our Suppliers on time and do not delay payment without just cause.
6. Open communication: we maintain constant contact with our Suppliers and keep them informed of any changes in orders. We are open to suggestions and comments from our Partners and strive to resolve any problems peacefully.
7. Quality control and continuous improvement: we evaluate the quality of products and services our Suppliers provide and give them feedback.

## Export controls and economic sanctions

Our company undertakes to comply with all applicable regulations concerning the control of international import or export of goods, software, data, technology or services, as well as any economic sanctions established by competent national, European and international authorities. This includes, in particular, respecting export restrictions, trade bans and any other restrictions under applicable national, European and international law. At the same time, we assure that no action taken by our company or its personnel will cause Sii Sp. z o.o to violate the above-mentioned regulations.

## Whistleblower protection

In our company, employees can report irregularities. We ensure complete confidentiality and protection of the whistleblower's identity. We are committed to conducting thorough and fair investigations of any reported case of irregularity and, if warranted, to take appropriate corrective action. We guarantee we will not use sanctions, pressure, or negative consequences against whistleblowers.

Sii Sp. z o.o allows all stakeholders to report non-ethical behavior in the business relationship. Please find below the link to our alert platform: <https://Sii.integrityline.org/index.php>

## Protection of the environment

We promote among the employees the principle of environmental protection. We care about reducing the negative impact of the company's business activities on the environment, through actions such as:

1. Reduction in greenhouse gas emissions;
2. Waste management promoting the circular economy;
3. Water and wastewater management;
4. Energy (production and use phases) and natural resource savings;
5. Preservation of biodiversity and ecosystems;
6. Use of recycled and/or recyclable materials wherever possible;
7. Favouring local purchases;
8. Development and use of eco-designed solutions;
9. Compliance with legal and other requirements applicable to its site;
10. Formulating a coherent company policy regarding environmental protection.

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Space for company stamp

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Date and signature of person responsible