

Company Code of Ethics

ATONA s.r.o.

WORD BY EXECUTIVE DIRECTOR – PREAMBLE

Every activity of ATONA s.r.o. is aimed at achieving excellence and competitiveness in its field, growing prosperity and pursuing fair business practices.

Respect for ethical standards must therefore become an integral part of each employee's conduct inside and outside the company. The objective of the Code of Ethics is to achieve that the demeanour of company employees could always be regarded as fully professional in all aspects. The Code covers the whole of ATONA, is binding for all employees, regardless of the type of employment contract.

The basic aim of the Code of Ethics of ATONA s.r.o. is customer satisfaction and company prosperity. We pursue an open, customer- and business-oriented style, respecting values of the people involved in creating the results.

GUIDING PRINCIPLES

1. Satisfying customer needs and wishes.
2. High quality of products and services.
3. Sustained economic growth for maximum efficiency while maintaining stability and security of the company.
4. Opening and pursuing only such business activities the resulting risks of which will be balanced with the company's ability to be in control and which will be pursued in compliance with applicable laws and other regulations.
5. Creating adequate conditions for employee development, their remuneration and optimization of work environment.
6. For customers, we are always a partner who actively recognizes their needs, accepts them, develops and offers the best solution possible.
7. We put into effect the principle of equality in employment and unbiased conduct towards all employees, regardless of their race, colour, nationality, age, gender, disability or any other specific traits protected by law. This principle is also respected by all employees in relation to others.
8. The company informs the employees about its objectives, intentions and expectations. We push for open communication, we are ready to provide all available information in a responsible, serious, honest and timely manner.

9. Teamwork is the foundation of our success. We turn our mutual cooperation into joint results which are dependent on the level of commitment and quality of work of each individual. We respect good interpersonal relationships, relations between co-workers, superiors and subordinates.
10. Safe work with the aim of zero work-related injuries is based on responsible preparations for each activity, systematic prevention as well as necessary sanctions in order to comply with all applicable OHS standards.

CODE OF CONDUCT FOR EMPLOYEES

1. Employees honour and respect the objectives of ATONA s.r.o.
2. They follow the company's system of internal regulations and superiors' instructions. They must not have a bias towards personal relationships, sympathy or antipathy in satisfying customer requirements and selecting vendors, or towards any business partner or co-worker. If authorized to enter into contractual relations, they are obliged to verify the partner's credibility and to take measures to prevent any potential damage to the company when in doubt. At the same time, they are obliged to inform their superior of the situation.
3. They realize that the quality of our products, timely deliveries and the level of approach to the customer and work is the paramount value the customer can get from us. High quality of one's own work is therefore an aim of each and every employee of ATONA s.r.o. if they want to be permanent staff. There is no other alternative.
4. They pursue the customer interests and strive to achieve their maximum satisfaction in accordance with the company objectives. Every employee always provides customers with comprehensive, unbiased, true and clear information within any business relation.
5. They communicate frankly and helpfully. They share their knowledge and experience with others and listen to them. They use the most effective means of communication and try to respect time and workload of others. The employee first introduces themselves on behalf of the company and then with their own name. They communicate briefly, clearly, politely and concisely.
6. They realize that caring about their appearance and clothes must be consistent with the general requirements arising from the position held and related activities. The employee who was assigned corporate clothing and work footwear in order to practice their function is required to perform the activity in this clothing, taking care to keep the work clothes usable and clean. Corporate clothing marked with a company logo may only be used to exercise professional activities within or for the company. The employee must not wear any corporate clothing marked with a company logo in their free time or for personal activities.

7. The employee observes work safety rules, rules of how to follow and use the stipulated working hours limit, respect the clean workplace policy after working hours and whenever moving away from the workplace for a longer period. The reason is to keep the workplace safe and neat.
8. It is not allowed to disclose any confidential information about the company, its business partners and products without a consent of company management. It is also not permissible to provide any information to the media without an express consent of a company executive.
9. Employees must not abuse their position in the company for taking or demanding any benefits from customers, business partners, competitors or colleagues. On no account must they accept any gifts, favours, rewards or commissions. The employee may accept and give promotional items. If a promotional item is worth more than CZK 1,000, it is advisable to consult the acceptance with a superior.
10. Employees will promptly notify their superior of any circumstances relating to their part and which they know or believe might lead to a conflict of interests, even those which might occur without their own fault as a result of personal or family relations to any business partners or competitors of ATONA s.r.o.
11. Employees shall not act contrary to the employer's legitimate interests. They must not be directly or indirectly engaged in any activity which would be or might be competition to the core of business of ATONA s.r.o.
12. Employees is obliged to protect the privacy of their co-workers and keep the internal affairs of the company secret. Employees at all levels must particularly protect the documentation and private information against unauthorized persons.
13. Employees must be cost-conscious with any entrusted funds in order to protect the employer's property. They are fully responsible for any loss of entrusted objects that have been assigned to them. They will not leave any entrusted object unattended and unsecured, both in the workplace and beyond. It is incumbent upon all employees to protect other property of the company as well. Should an employee cause any damage due to violation of this duty, the employer may claim damages up to the amount specified by law.

APPROACH TO CUSTOMERS

1. Honesty, courtesy and responsibility towards customers is regarded as a basis for a successful and sustainable business relation. We make sure to satisfy customer wishes and requirements and make every effort to find mutually beneficial solutions.
2. The company takes care that its products comply with the declared quality parameters and requirements stipulated in national and international standards.

3. The customer has the right to professional approach of the team of employees while pursuing all their requirements. We enhance product quality through improving technology, honesty and reliability in doing our tasks.
4. If we cannot meet the agreed requirements or deadlines for any reason, we inform the customer promptly and look for alternative solutions for them.
5. We protect our customers' property and do not stain their reputation. Whoever comes into contact with any information about the customer's company will regard this information as confidential and protect it against potential misuse.

ENVIRONMENT

1. ATONA s.r.o. and its employees comply with all applicable laws relating to the creation and protection of all components of the environment and carry out all activities in waste management in accordance with the decisions issued by state authorities.
2. ATONA s.r.o. has introduced an integrated management system covering the environmental area certified according to ISO 14001.

FINAL PROVISIONS

1. Every employee is obliged to act in accordance with the principles outlined in the Code of Ethics and has the right to demand the same from other co-workers, regardless of their rank. At the same time, they are obliged and entitled to draw attention to any contradictions between the principles of the Code of Ethics and conduct of their co-workers, regardless of the position held.
2. Disciplinary action will be instituted against and sanctions imposed on those who violate the Code of Ethics, in accordance with the Labour Code.
3. The employer is obliged to familiarize all employees with the Code of Ethic in its entirety.
4. Employees confirm that they have been familiarized with this Code of Ethics, they understand its contents and acknowledge the principles and instructions included herein and that they will follow them.
5. The Code of Ethics will be available for viewing at any manager or at HR Director.
6. This Code is applicable to ATONA s.r.o.

The Code of Ethics comes into force on 1 July 2016

Revision: as of

Company Executives ATONA s.r.o.