



AUTOROBOT-STREFA CODE OF BUSINESS ETHICS



FOREWORD

We believe that the best business relationship is built based on respect and mutual benefit. That is why we always try to understand and anticipate the needs of our customers, suppliers and other stakeholders, act honestly and act responsibly and fairly.

Building a market economy is associated with the need to comply with the principles of ethics and entrepreneurial culture. Autorobot-Strefa recognizes the pursuit of honesty and reliability in business operations among a growing group of entrepreneurs for whom compliance with ethical standards and generally accepted patterns of behaviour is becoming a fact.

Actions aimed at ensuring high quality of products and services, reliability towards contractors and the environment testify to a responsible approach to managing the company and is one of the sources of success.

In conditions of high competition, a company cannot operate in the long run without a favourable assessment of the environment and without compliance with ethical standards.

Autorobot-Strefa takes the position that it is necessary to maintain essential ethical values in all activities of the company and recognition of commitments towards everyone interested in the company's operations. Honesty is a prerequisite for achieving stability and business success.

The company's reputation and trust in it is one of the greatest values.

Adoption of the Code of Business Ethics should mean recognition of these values and a commitment to regularly monitor compliance with adopted standards.



OUR FUNDAMENTAL VALUES

RESPECT AND INTEGRITY

We follow standards and principles based on ethical models, therefore we treat others with respect, we respect their dignity and value the diversity of views, cultures and origin. We respect the contributions of others and try to find out their point of view. We deal fairly with suppliers, customers and other business partners.

COMPLIANCE WITH LAW

We comply with national and international law as well as fundamental ethical standards set by the United Nations.

SENSE OF RESPONSIBILITY

We seek to ensure our each single word has value. We remain our commitments to ourselves and to others, trying to do the right thing. We accept the consequences of our own actions. By admitting mistakes, we do not attack the people who try to proceed properly by asking questions or raising concerns.

COURAGE AND PURSUIT OF EXCELLENCE

We promote ethical attitudes and behaviour in every aspect of business cooperation among our employees, customers, suppliers, business partners. We run our business with a view to constantly improving the competences of our employees and the use of the latest technologies.

COMMITMENT

We strive to positively influence the lives of our employees and their families and the communities in which we operate.



ETYCZNE PRAKTYKI W BIZNESIE ETHICAL BUSINESS PRACTICES

CUSTOMER RELATIONS

Autorobot-Strefa in relations with clients builds its relations based on respect for law, responsibility and trust. We follow the letter of the law, which is why we do not accept all forms of corruption and unfair competition.

We expect our customers and suppliers to be involved in socially responsible business activities and to comply with the principles and values set out in the Autorobot-Strefa Code of Business Ethics.

These rules apply to all interactions between Autorobot-Strefa and other entities, regardless of whether they are companies, individuals, company employees or government officials.

In the interests of customer trust, Autorobot-Strefa declares that offers and contracts are drawn up in a clear, legible and understandable way. The information provided allows customers to make informed choices. Delivered products and services are safe for users and the environment.

Autorobot-Strefa market success largely depends on the ability to maintain lasting business relationships with customers. We follow the principles of openness, reliability and integrity in all dealings with clients.

We build relationships with clients based on the most important values for us, such as professionalism and respect:

- We are guided by the principle of our customer's best interest,
- We provide competent and professional service,
- We are open to customer expectations,
- We provide full and reliable information about products and services offered,
- We care about the protection of information and personal data,
- We provide clients with services and products of the highest quality,
- We strive to create partnerships with clients based on respect for rights and mutual trust.
- We avoid unequal treatment and discriminatory behavior towards clients



ETHICAL BUSINESS PRACTICES

RELATIONS WITH COMPETITORS

We follow ethical principles when dealing with clients and business partners conduct and principles of fair competition.

We also do not accept arrangements with business partners and third parties to give up competition, to submit fictitious bids, to divide clients or commercial areas.

We also do not allow improper favouritism or exclusion of contractual partners. What's more we expect our business partners to take full responsibility to ensure that the principles of fair competition are respected.

Our rules:

- We believe that fair and open competition best serves our company, our clients, employees and society as a whole. It affects efficiency and innovation, which is the basis of a well-functioning market economy,
- We do not enter into any agreements with representatives of competitors to restrict competition,
- We do not discuss or exchange commercially sensitive information.



CORRUPTION AND BRIBERY PREVENTION

Autorobot-Strefa adheres to the rules of fair competition, prevents bribery, illegal payments and corruption. In Autorobot-Strefa, it is forbidden to offer and accept bribes or other illegal services in order to conclude or retain transactions, the employees of Autorobot-Strefa cannot derive any benefits or help in obtaining benefits from the occasions that may arise as a result of unauthorized use of information taken in connection with employment in Autorobot-Strefa or holding a position in the company.

In our business, we use and respect anti-corruption principles:

- We promote the principles of ethics and integrity in interpersonal and business relationships
- We do not accept any corrupt activities that could contribute to damaging the good name of Autorobot-Strefa,
- We do not accept any form of bribery consisting of accepting, giving or claiming financial or personal benefits in order to achieve a specific goal without following standard procedures,
- We do not accept paid favoritism in the form of dealing with all kinds of matters in exchange for financial benefits or promises of receipt,
- We do not accept offering or accepting inappropriate gifts or other financial benefits.
- The exception to the above is receiving individual gifts and marketing marked with the logo of the giving company with an estimated value of up to PLN 100 (e.g. pens, notebooks, calendars, etc.) and taking samples of products,
- We do not accept the receipt of offers for sponsored trips or other activities outside the company. Only sponsored trips within the scope of acquiring new skills or professional competences are allowed.



MONEY LAUNDERING

We do not accept money laundering meaning activities aimed at introducing into the lawful circulation of money or other property values obtained from illegal sources or used to finance illegal activities. Illegal trading of money occurs when funds obtained illegally (from criminal activities such as the organization of crime, bribery, corruption or terrorism) are entered into legal, financial and economic circulation to conceal their origin or the identity of the owner.

Autorobot-Strefa maintains business contacts only with companies that enjoy respect and reputation, whose activities are legal and whose funds come from legal business activities.

To this end, Autorobot-Strefa follows local and international law regarding the illegal trading of money and does not maintain business contacts with companies suspected of illegal activity.

Our rules are as follows:

- We do business only with clients with good reputation and business partners who deal with legal activities based on funds from legal sources,
- We pay attention to payments made by or for someone who is not a party to the contract,
- We pay attention to payments directed to foreign accounts or from foreign accounts or accounts in countries outside our home markets,
- We pay attention to requests for payments to accounts other than those specified in the respective contracts,
- We pay attention to cash payment requests,



CONFLICT OF INTERESTS

Employees and third parties concerned must be free from conflicts of interest that could have a negative impact on their judgment, objectivity or loyalty to the company in conducting Autorobot-Strefa business operations and performing business tasks.

Employees have to avoid situations in which personal interests could improperly affect or give the impression of such an impact on the assessment of the business situation.

Employees may participate in legal financial, business, charity and other activities beyond their work in Autorobot-Strefa, but any actual, potential or suspected conflicts of interest arising from these activities must be promptly reported to management and updated periodically.



INFORMATION AND DATA PROTECTION

One of the company's most important resources is the information it produces in the course of its business. This applies to all information and data that may be relevant to the company, useful to competitors, or harmful to Autorobot-Strefa or our customers if disclosed in an unauthorized manner. Information and data that are particularly sensitive and confidential include trade secrets, classified information of Autorobot-Strefa regarding its own assets, financial results, technologies, business plans and business strategies, intellectual property, as well as information and data of our suppliers and customers.

Information and data protection is very important for the further development of the company and strengthening its competitiveness. Autorobot-Strefa protects all particularly sensitive, classified and confidential information and does not disclose or misuse it.

Any type of information that may be useful to competitors or in the event of disclosure could harm the company or its customers, the employees are obliged to protect.

All employees must be aware that the unauthorized disclosure of sensitive information and data may adversely affect the competitiveness of the company or its customers and cause the employee and the entire company to be held responsible.

The unauthorized use or distribution of sensitive, classified and confidential information violates our Code and may be unlawful.



REPORTING SUSPECT

In the event of any issues related to alleged bribery, bribery, corruption, money laundering, disclosure of information and data, or if there are any suspicions in this respect, please inform the President of the Autorobot-Strefa company or send a notification to: etyka@autorobotstrefa.pl.



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