

*Ladies & Gentleman,*

*our family-owned company was built up on respect, trust, loyalty and fairness – which to this day are the most important traits for our company and keep it existing.*

*Since 1954 we have made ourselves a name in the field, with our customers and suppliers, through our quality, flexibility and of course reliability. It's important to us, to keep these principles represented on the inside and the outside.*

*In this day and age it is important to bring these, our, principles to paper and show, that we and all our employees imply them in to our daily lives.*

## ***Code of Conduct for our Employees***

C.Krejci and its employees respect and follow all valid local, national and international laws, regulations and specifications. To observe these is prerequisite for lasting corporate success.

Any violations against can bring severe consequences, as well as criminal conviction, penalty payment or reputational damage. C. Krejci does not tolerate any violations and expects its employees and business partners to comply with the laws and rules in force.

We see respecting human rights as an integral part of our corporate responsibility. C. Krejci and its employees respect the dignity and individual rights of very employee, colleagues and third parties, we do business with.

C.Krejci takes great care to protect the company assets, including all material and nonmaterial assets, such as computers, information systems and intellectual property. All company assets should only be used for company's purposes.

Furthermore, part of our protected intellectual property, are the products and designs developed by our employees, which are used in our company.

C.Krejci expects loyalty and integrity from all its employees. That means, all employees will act in the best interest of C.Krejci within the time of their employment in our company. Private interests and personal economic interests must not affect or impair with C.Krejci.

A conflict of interests exists, when ones acts or their private interests, in one way or another, gets in conflict with the interests of the company, or appears as it could get in conflict.

C.Krejci knows the employees claim for appropriate remuneration, and adheres to the statutorily guaranteed minimum wages and follows the valid labour legislation.

At C.Krejci we attach importance to the development of our employees. Employees are the most valuable asset for the future of the company, investing in their further training is very important to us.

To fulfill this intent, C.Krejci offers a comprehensive advanced training course program, giving each employee the chance, appropriate to his/her abilities and professional interests, to undertake trainings, as far as they commensurate with the companys interests. Also, the development of social and technical competence are greatly appreciated by C.Krejci.

Every human has a right for fairness and respectfulness. C.Krejci professes to a diverse work environment, where the uniqueness of every person gets recognized and everyone is treated with respect, honesty and dignity. Any form of harassment, mobbing or intimidation is not tolerated.

C.Krejci consistently pursues the target of providing jobs, that are free from discrimination and harassment due to gender, ethnicity, religion, age, disabilities or sexual orientation.

As a family-owned company, C.Krejci wants to increase the motivation and satisfaction of its employees, thus the efficiency of the company, through family-friendly agreements.

C.Krejci works together with all its employees trustworthily and strives for balance between the company's economical interests on the one hand and interests of its employees on the other hand. Trust is the solid basis for a successful cooperation between a company and its employees.

Any form of forced labor or child labor are rejected within the company. C.Krejci condemns any form of exploitation and discrimination and abides strictly to legal regulations.

## *Environmental safety and health*

The protection of the environment is an integral component of the entrepreneurial responsibility. C.Krejci is obligated to comply with all for the company valid environmental regulations and standards and application of environmentally conscious practices. The environmental impacts should be reduced to a minimum and the environmental protection improved constantly. All employees shares responsibility in all their activities.

C.Krejci provides a safe work environment for its employees by meeting or exceeding applicable legal requirements or company guidelines with regard to occupational health and safety. In particular the managers have the task of ensuring that adequate health and safety precautions and measures are in place to ensure compliance with the company's requirements.

Especially all young employees are being protected from work that could endanger their health and safety.

## *Ethic escalations process*

At C.Krejci, employees always find an open door and are emboldened to express themselves freely and without fear of repressive measures. Repressive measures against employees who speak up their concerns in good faith are prohibited.

To clarify questions relating to the code of conduct or address wrongdoing of any kind, employees can contact a person in their immediate working environment: safety representative, department head and managers.

## *Anti-corruption policy*

We act with integrity when dealing with others and expect our business partners (e.g. customers, suppliers, agents and consultants) to refer to legal requirements. We only do business with third parties

that conduct business ethically and do not subject the company to criminal or other liability or cause the company reputational harm.

C.Krejci does not participate in any activities in connection to money laundering nor will it allow or tolerate it. We stand for fair and undistorted competition.

C.Krejci expects its employees to not take part in competition or antitrust agreements with other companies.

The giving or receiving of gifts, invitations or any other form of grants can influence the independence of C.Krejci's judgement and the judgement of its business partners. Grants are only permitted when they are transparent and appropriate, and approved by the management.

Offered benefits of any form to a person publically or privately with the purpose of influencing them, is prohibited. Same applies for assumptions. Offers of benefits in any way (gifts, invitations or promotions) to any public or government official or representatives of such persons to promote company business are not permitted, as well as indirect payments eg. by business partners.

National and international laws regulate the import, export or domestic trade of goods, technology, services and handling of specific products. The management of C.Krejci ensures that transactions with third parties do not violate economic embargoes or trade regulations, import and export controls, or regulations for preventing the financing of terrorism.

All employees who are involved in import, export oder domestic trade of goods, technology, services and handling of specific products must comply with relevant laws and regulations.

## *Data and information protection*

All managers and employees must protect and keep all company information confidential. This does not only apply to the company's own information but also confidential information entrusted to C.Krejci by business partners and costumers.

It's very important to C.Krejci to protect personal data of its employees and business partners. The company shows great care and sensitivity when processing data related to business partners and employees. Personal data is always handled according to the valid data protection regulations.



Ing. Bettina KREJCI  
Geschäftsführende Gesellschafterin



Ing. Reinhard Mazanek  
Geschäftsführer – Technischer Leiter

Getzersdorf, 26.04.2018