Almási Kft.
Fémmegmunkálás

Almási Kft. Metalworking

CODE OF ETHICS

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Approved and ordered by: Quality, Environment and MEB Management; Executive

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Dear colleagues!

In the age of globalisation, automation and robotisation, people must be given special attention. We, the management of our company, believe that the most important value in our company is the employee and the person behind the employee.

Therefore, in line with our company's internal values, we have developed a code of conduct that summarises our principles and rules and applies to all employees of our company. Our code of conduct provides guidance to our employees, customers and all partners who come into contact with our company on the ethical basis of our business operations. We have defined standards of conduct which, when observed, not only enable our company to operate within the legal framework, but also ensure that we take the utmost account of our employees as human beings.

Our Code of Ethics regulates standards of conduct, helps to establish proper business behaviour, protects our environment and ensures compliance with legal requirements. Compliance with the provisions set out herein contributes to the lawful operation of our company, the protection of its assets, the creation of a safe workplace, the production of high-quality products and, thus, the overall maintenance of our company's reputation and long-term survival. The activities of our employees are, in a way, a reflection of our company's corporate culture. Therefore, the behaviour of our management and all our colleagues must comply with the standards set out in the (EK) Code of Ethics.

1. Purpose of the Code of Ethics Our company's (EK) Code of Ethics summarises the most important principles and provides assistance in behavioural standards applicable in day-to-day business operations and strategic planning. The values listed here not only represent our company's own values, but also reflect domestic and international legal standards. The (EK) Code of Ethics is an expression of our company's commitment to ethical and sustainable business practices.

2. Scope Compliance with the values set out in the (EK) Code of Ethics and the rules associated with them applies to all employees, contractors and business partners of our company. The ethical and exemplary behaviour of our company's senior staff is particularly important in preserving our corporate culture.

3. Human rights and fair employment Our goal is to create a safe and attractive working environment where colleagues treat each other fairly and with respect. We respect domestic and international human rights and the United Nations Universal Declaration of Human Rights.

3.1. Equal opportunities and non-discrimination No one at our company may be given preferential treatment or suffer discrimination on the basis of gender, age, origin, race, ethnicity, religion, political affiliation, family affiliation, physical disability, sexual orientation, membership in an interest group, or related activities.

3.2. Prohibition of harassment Our company strictly prohibits all forms of violence, intimidation, or harassment. Any form of such behaviour, including racial or sexual harassment, is completely unacceptable, and it is the responsibility of management to deal with any incidents in an appropriate manner. It is the duty of employees to take action against any form of violent behaviour that contravenes the above and to report the incident.

3.3. Prohibition of forced and child labour Our company condemns child labour and other forms of exploitation of children and minorities; we do not engage in forced, slave or child labour, nor do we accept such activities from any of our partners. All employees and contractual partners of our company must be aware of these principles and apply them in their work.

3.4. Health and safety Our company provides safe and healthy working conditions for its employees. It regularly checks working conditions at its facilities and takes corrective action where necessary. In its operations, it takes into account all technological and ecological guidelines relevant to its activities and supports the adoption of standards with stricter requirements. By complying with health, environmental and occupational safety regulations, technological discipline and other rules relating to their work, all employees must strive to prevent damage to health, avoid environmental damage and pollution.

3.5. Working hours and wages Our company complies with all laws, regulations and industry standards relating to working hours, including overtime. It provides its employees with wages that meet at least the minimum requirements and are sufficient to cover basic human needs in the given community.

3.6. Freedom of association, representation of interests Our company does not restrict the freedom of association and collective bargaining rights of its employees.

3.7. Environmental protection, health protection, environmentally and people-friendly technologies An important part of our company's business philosophy is protecting the environment and the health of our employees. Our company's approach and operations are environmentally and people-friendly. Our decisions take into account the harmony of the natural environment and the optimal working environment for our employees. Our company avoids wasting resources and handles by-products and waste in accordance with the law. Everyone at our company strives to ensure that the harmful effects of production processes on the environment, health and occupational safety are eliminated or continuously reduced. We also expect our partners to adhere to the above values.

4. Company property

4.1. Asset protection Employees may not use company property for purposes other than performing their work duties, unless they have received special permission to do so. They are responsible for the integrity of company property and machinery, and for using them in a practical and economical manner.

4.2. Data protection, information policy Our company ensures effective internal control to prevent misuse of our company's capital and assets. All documents that commit our company to a third party must be signed by two persons authorised by the management. Our company attaches great importance to respecting the confidentiality of customer, partner and employee data and complying with relevant legal regulations.

4.3. Confidential information Our employees are required to treat any confidential information or documents that come to their knowledge with due care and to protect them from unauthorised access. They are obliged to refrain from obtaining confidential information in an unethical manner and from misusing any confidential information. Information relating to employees, such as details of their career, income or personal circumstances, must be treated as confidential.

4.4. Electronic data management Awareness and security are important when handling electronic data. Our company's information security provisions must be observed, and opening data, programmes or e-mails from unknown sources must be avoided. Only legally licensed programmes may be used at the company. Employees may not use our company's electronic communication systems to transmit data or perform tasks for which they are not authorised. Employees may communicate about our company on social media, taking into account the standards of this Code of Ethics.

4.5. Social media sites It is prohibited to post any offensive statements or comments on social media sites that are detrimental to the interests of our company.

4.6. Statements on behalf of the company (spokesperson) Only authorised persons are entitled to make any official statements relating to our company.

4.7. Protection of intellectual property The intellectual property of our company consists of research results, technical designs, plans, ideas, manufacturing guidelines, non-public financial or price information, and any documents referring to these. All employees are obliged to protect information that constitutes the intellectual property of our company and to inform their line manager. We expect our employees not to infringe on the intellectual property rights of others.

5. Anti-corruption and anti-fraud All parties involved (employees, business partners, suppliers, contractors) are required to refrain from fraudulent behaviour and extortion. This means that they may not offer, pay, request or accept bribes in order to obtain or retain business. Honest and fair conduct, mutual trust and respect form the basis of successful and lasting business relationships. Our company does not abuse its market position and is committed to providing equal opportunities to all its business partners. We only maintain relationships with partners who operate in accordance with business integrity.

6. Acceptance of gifts and benefits Employees of our company may not accept personal gifts or any benefits from other organisations or individuals with an interest in our company. In case of doubt, the acceptable limit for business gifts is HUF 5,000. Business gifts received will be raffled off among all employees or distributed at company events. It is prohibited to accept travel, holiday and accommodation offers from business partners, except in certain cases (e.g. professional training) where they have been approved in writing by the employer.

7. Competitors, fair competition Our company aims to operate as a strong competitor, conducting its activities in accordance with fair competition standards and applicable competition law. It collects information about its competitors only in a lawful manner and uses only publicly available sources.

8. Money laundering Our company operates in compliance with Hungarian and international laws.

It works with verified, reputable partners, and its financial transactions are compliant with the law and easily traceable.

9. Civil society, local communities Our company contributes to economic growth and improving living standards in the regions where it operates. It serves the public good through various activities aimed at developing health, culture and sport. It is committed to social donations and sponsorship free of corruption and bribery. Our company is characterised by responsible communication.

10. Violations, questions, reports If any employee, contracted employee or business partner becomes aware of any action that violates the provisions of our company's (EK) Code of Ethics, please report it. We encourage everyone to report any violations. It is the responsibility of all managers in our company to ensure compliance with the rules listed here.

You can send your reports, comments and any questions to our company's management at the following contact details: **info@almasi-s.hu, tel: 06/49/740 539** Anonymous reports will only be investigated in cases of suspected serious ethical misconduct.

ALMÁSI Kft., Mezőkövesd