

## Corporate Social Responsibility Policy (IQNet SR 10)

We utilise a social responsibility policy in accordance with IQNet SR 10 (analogous to SA-8000 and ISO 26000). The aim is to establish and maintain trust of our employees as well as customers in our socially responsible and ethical conduct towards our employees. We have adopted a social responsibility policy with the motto:

**Our greatest asset lies in people - our employees as well as external associates coming to our company**

We fulfil this elementary motto by concentrating on the following fundamentals:

### 1. A standard social responsibility management system

- a) The basis of our social responsibility system are the following values: responsibility towards employees, transparent conduct, ethical conduct, regard for the interests of all interested parties, respecting the rule of law as well as international standards, and respecting human rights.
- b) The social responsibility management system is an organic part of the company's overall management. The company undertakes not only to adhere to the social responsibility management system but also to continually improve it.
- c) The social responsibility management system is documented within the pool of the company's managing documents on the basis whereof its fulfilment in practice can be checked at any time.
- d) This social responsibility management policy is available to all company employees and to the public through the company's web pages.

### 2. Social responsibility principles adhered to in respect of employees

- a) **Non-discrimination.** The company creates equal opportunities for all its employees whether it be in the course of recruitment or their professional growth. The rules of employment are the same for all employees without exception, irrespective of race, gender, political allegiance, religion, personal relations with superiors and other like circumstances.
- b) **Right to privacy.** The company diligently protects all information pertaining to its employees including multiple level protection of data contained within information systems.
- c) **Prohibition of forced labour.** The company will never utilize forced labour, e.g. the labour of prisoners.
- d) **Prohibition of child labour.** The company will never utilize child labour and will always respects the limits stipulated by Czech law.
- e) **Occupational health & safety (OH&S).** The company has created a functional OH&S system that is supported by personnel, is materially equipped and includes a system of checks.
- f) **Suitable work environment.** With consideration of the technologies used, the company creates and ascertains that there is, as much as possible, most suitable work environment across the premises.

- g) **Communication.** The company effectively communicates with its employees with the aim of maintaining prosperity as well as fulfilling legitimate requirements of its employees. At present contact between company management and employees proceeds through the management providing information and reactions of management to findings conveyed personally by employees as well as findings from meetings, internal audits and checks.
- h) **Work conditions and wages.** The company creates suitable work conditions in respect of scheduling working hours including adherence to limits on overtime. The company has a transparent wage system ensuring reasonable standard of living.
- i) **Employment contracts.** The company employs solely on the basis of legally and ethically flawless employment contracts and agreements.
- j) **Professional development.** The company supports employee education in respect of the given job position as well as for further career development. Other projects enhance creative improvement endeavours.
- k) **Consideration of employees' private lives.** In establishing working regime and planned leave, the company takes consideration of employee interests in respect of workplace access and employee rest.
- l) **Respecting employees' dignity.** Employee dignity is an important value which is protected through every manager respecting it while, at the same time, overseeing that it is not violated by fellow employees or managers.

### **3. Social responsibility principles adhered to in respect of company surroundings**

- a) The company projects its social responsibility principles into contacts with its customers in the areas of publicity, advertising, closing deals, protection of personal information and providing goods and services.
- b) The company projects the same social responsibility principles into contacts with its suppliers while supporting the general sharing of these principles throughout the supply chain. The company pays special attention to suppliers from high risk areas where there is a threat of non-observance of human rights in general as well as risk of inhumane work conditions.
- c) The company also projects the social responsibility principles into its relations with public administration and the government, with the local public, its competitors as well as organs and organizations concerned with the environment.

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