



**THE CODE OF ETHICS
AND
BUSINESS
CONDUCT**

TABLE OF CONTENTS

1. Introduction	4
2. General principles	4
3. Human rights and working conditions	4
Child labor	5
Working hours and salary	5
Slavery and forced labor	5
Freedom of association and collective negotiation	5
Harassment and discrimination	6
4. Occupational health and safety	6
Emergency readiness and incident management	6
Fire prevention	7
Protective equipment	7
Safe operation of machines and other technical devices	8
Handling of chemicals	8
5. Ethical business	8
Privacy	9
Corruption, extortion and fraud	9
Conflict of interest	10
Protection of intellectual property	11
Compliance with import and export controls, restrictions and sanctions	12
Whistleblowing and reporting persons protection	13

6. Environmental impact	13
7. Products and services.....	14
8. Reporting complaints and irregularities.....	14
Who Can Make a Complaint	14
How to make a complaint.....	15
Conclusions.....	15
9. Summary	16
Confirmation	18

1. Introduction

We are the company that places a high value on integrity. This is one of the foundations which our business is based on. We consistently earn the trust of our customers, business partners and associates by making the most ethical and responsible decisions. This Code is a list of ethical principles in our business. In Control-Service we care about transparency of activities and clear communication of our values. We believe that what we do and how we do it matters.

2. General principles

Knowledge of the Code of Ethics and Conduct is required of all Control-Service employees. We require that you act in accordance with the principles contained herein.

Employees are expected to receive periodic training on the Code. They will be required to confirm that they have received, read and understand the Code and will act in accordance with its principles.

In addition, employees will ensure that they share information about any actual or potential conflicts of interest. If you have questions or become aware of a potential violation of laws, regulations or the Code you should raise the appropriate questions and concerns.

3. Human rights and working conditions

We act in accordance with the UN Charter of Human Rights. In the workplace, we specifically address the following rights: child labor, salary and benefits, working hours, slavery, freedom of association and collective negotiation, harassment and tolerance.

Child labor

Child labor, i.e., the employment of persons under the age of 15, is prohibited. We respect the regulations set forth in the applicable workplace and the exceptions contained therein.

Working hours and salary

We comply with labor standards with respect to maximum working hours. We respect applicable laws, customs, agreements regarding working hours, salary as well as allowances as defined by company policy and included in contracts with employees.

Slavery and forced labor

We do not engage in any forced, compulsory or bonded labor practices. We do not profit from them and do not require employees to post bond in the form of retention of identity documents or cash deposits. Employees may voluntarily resign from their employment provided they give notice within the time and in the manner prescribed by law and the contract.

Freedom of association and collective negotiation

We respect the right of all our employees to join associations representing their interests as employees, to organize themselves and to negotiate collective and individual agreements. We respect recognized trade unions and the right of employees not to join a trade union.

Harassment and discrimination

We treat all employees with respect. We have a responsibility to treat employees and job applicants fairly. It is our policy that skills, qualifications and other professional/business criteria are the basis for all employment decisions (including promotion, termination, salary and fringe benefits, access to training, development and transfers). We are an equal opportunity employer. We do not accept discrimination in employment or occupation. We treat everyone equally regardless of gender, age, race, religion, sexual orientation, nationality, disability, political opinion, social or ethnic background, or union membership, or any other status or characteristic protected by law. All corporal punishment and physical, sexual, verbal or psychological harassment or abuse is strictly prohibited. We are committed to protecting employees in this area.

4. Occupational health and safety

Emergency readiness and incident management

Our goal is to provide both employees and guests with a healthy and safe working environment. We continually assess the health and safety impacts and risks associated with our operations. We ensure that health and safety policies and procedures are designed to enable people to work safely and to prevent injuries. Regardless of your position or work area, we expect you to:

- familiarize yourself with and strictly adhere to health and safety requirements,
- act in a manner that puts the protection of your own health and safety and the health and safety of your co-workers and any visitors first,
- report accidents, any potential safety hazards and injuries immediately. The quicker the response, the better we can reduce the negative impact.

Alcohol and the use or possession of drugs are prohibited in the company. Violence and threats of violence are not permitted in the workplace. Firearms and other weapons are also prohibited (possession and use) while conducting business and on Control-Service premises. This prohibition applies even if you have a firearms license.

Employees are expected to promptly report any safety concerns, including actual incidents or threats of workplace violence.

Anyone who knows or suspects that violence is being committed or threatened in the workplace should immediately report it to their supervisor. In the event of an emergency, employees should also contact the local police. Employees who know or suspect that certain conditions, behaviors or other situations are unsafe in the office, workshop or service area should immediately notify their supervisor. Employees also have a responsibility to know and follow all safety and health policies and procedures concerning their work.

Fire prevention

The building in which we operate complies with technical, construction, installation and technological requirements. The building is prepared to carry out rescue operations and to leave it safely in case of danger (it has marked emergency exits). We ensure the availability, maintenance and repair of fire protection equipment and fire extinguishers. Each newly hired employee is obliged to undergo training in the principles and course of fire protection and to strictly abide by these principles. In case of a perceived danger or an accident, an employee is obliged to immediately notify the employer and warn the rest of the staff and other persons who may be endangered. He or she must also cooperate with the employer and his or her superiors in carrying out their duties concerning health and safety at work.

Protective equipment

Each employee is equipped with protective equipment appropriate to the activities performed and is trained in its use. The equipment complies with all the provisions of the applicable Labor Law. The Control-Service company undergoes regular audits carried out in order to verify compliance with the requirements of health and safety rules, which is confirmed, among others, by adequate equipment of employees.

Safe operation of machines and other technical devices

At Control-Service, we ensure safety in machines and other technical devices. In the case of a hardware platform, in a way that minimizes the appearance of the theater. We take care of every machine and device by the service in such a way that you can and through them. The correct operation of the devices is very important to us. The machine or equipment has generally available instructions for use. Only properly trained workers can set up and set up machines.

Handling of chemicals

Chemical substances can have a very harmful effect on humans. At Control-Service, we do not produce any chemicals, and only sometimes we are users of them. Each substance that may pose a hazard is properly labeled and contains appropriate warnings. We want the risk of any negative effects to be zero. The health of employees is of the utmost importance to us.

5. Ethical business

We compete fairly. We do not exchange information or enter into agreements or understandings with competitors, customers or suppliers in a way that would improperly influence the market or the outcome of a bidding process. We obtain information about competitors only from legitimate sources.

In collaboration with business partners:

- We act with integrity and honesty.
- We care about transparency of business terms and conditions of cooperation.
- We select suppliers on the basis of known economic and legal criteria within the limits of applicable norms and standards.
- We ensure that the principles contained in the Code of Conduct are understood and accepted.
- We take care to maintain the confidentiality of the data transmitted.
- We respect religious and cultural diversity.

Privacy

We know that protecting personal information is important and we believe that the principles that underpin the protection of personal information strengthen individual rights. We collect, use, store, process, transfer and disclose it only in accordance with applicable law. We expect the same from our suppliers and business partners.

Corruption, extortion and fraud

Bribery and corruption involve the giving or receiving of promises, gifts or money to and from private or public persons in exchange for favors, financial benefits, illegal acts, or other tangible and intangible benefits. Therefore, honesty and transparency in relations with business partners is an important element of mutual respect, trust and good business practice. In Control-Service we do not accept any business practices related to breaking the law, corruption and bribery. Therefore, all employees are obliged to follow the rules which help to eliminate the phenomenon of corruption and bribery. We do not tolerate corruption in any form. We are determined not to join or

terminate business relationships with anyone involved in corrupt practices. No person will be disadvantaged, penalized or suffer other negative consequences for refusing to pay or accepting a bribe, even if it may result in business losses.

Each Control-Service employee is required to:

- Not to give money or offer other material benefits to public officials or business partners in order to induce them to make decisions favorable to the Company;
- Not to accept or demand money or other material benefits from business partners or representatives of public institutions in exchange for favorable business decisions for the Company.

We accept customary and occasional gifts of low value and tokens of hospitality, provided they are in accordance with applicable law. Care must be taken to ensure that all gifts offered are consistent with Control-Service values and that their origin and manufacture do not violate elementary principles of ethics and respect for human rights. Any Control-Service employee offering or accepting gifts or other gratuities shall act in a transparent manner, consistent with company policy, industry standards and applicable law.

Money laundering is the concealment of the source of money that has been obtained illegally using legitimate business transactions. It is the 'legitimization' of funds obtained from criminal activity. We do not agree, enable or support money laundering or terrorist financing.

Conflict of interest

A conflict of interest always exists when personal interests or relationships conflict or may appear to conflict with the business interests of Control-Service. You must not engage in activities that create a conflict of interest. If a situation involving a potential conflict of interest arises, you should seek to avoid the situation, withdraw or follow the

conflict of interest disclosure procedure. Upon disclosure your supervisor will inform you of the appropriate action. In some cases, such activities may be permitted under certain conditions. A conflict of interest does not exist if the thing of value in question is generally available to all Control-Service employees. Any close personal relationship with a business partner, customer, competitor or co-worker whose professional development, compensation or other terms and conditions of employment you influence. Use of Control-Service assets (both tangible and intangible) for inappropriate purposes, such as personal benefit or benefit to family and friends, political purposes, benefit or action for charitable organizations or endeavors not initiated by Control-Service. You may use Control-Service resources for occasional personal use only when it does not affect the business of the Company or the performance of your or others' duties.

Conflict-of-interest type situations should be avoided, and employees should not take any action that could in any way interfere with their ability to make impartial and objective decisions on behalf of Control-Service or jeopardize Control-Service's interests. Conflicts of interest may also jeopardize your reputation and that of Control-Service have a negative impact on work morale.

- There are many different situations in which a conflict of interest may arise, some of the common factors affecting such situations include:
- Participation in a partnership or private company.
- Work and relationships with close relatives and having a close relative or person with whom you have a private relationship, as a subordinate or supervisor.
- Having a second job or other mandate.
- Investments.

Protection of intellectual property

The concept of intellectual property includes, but is not limited to, copyrights, patents, designs and trademarks, trade secrets, rights to know-how and may be:

- Invention, such as a new product, technical solution, own development or process;
- Product design or appearance;
- Artistic works such as photos or illustrations;
- Computer software.
- Brand name or logo;
- Written works, including website content or brochures;

At Control-Service, we regularly create valuable solutions that are owned and protected by the company. Such information is created as part of the activities of Control-Service and is part of the intellectual capital of Control-Service, which in some cases may be subject to legal protection. Intellectual property created or acquired using Control-Service resources becomes the property of Control-Service and cannot be considered private / personal property.

Protecting intellectual property enables us to: prevent others from using our works without permission, and charge others for the right to use them.

We respect the work of others and pay attention to the non-infringement of intellectual property rights of others, expecting identical treatment from others.

Compliance with import and export controls, restrictions and sanctions

At Control-Service, we strive to comply with and make efforts to comply with the rules applicable and legally imposed restrictions and measures of trade control. Import-export sanctions and embargoes are trade restrictions imposed on a specific country, territory, person, group or entity with the purpose of maintaining or restoring international security and peace. Such sanctions impose legal prohibitions or

restrictions on the sale, purchase, transfer or disclosure of goods, funds, services, software or information. Violation of trade controls and restrictions can lead to serious consequences. It is essential to be aware of such limitations and to seek professional advice when you have questions or concerns about a particular proposed transaction or behavior. We take care of the knowledge of current trade regulations. We are committed to complying with all export / import requirements, ensuring that all applicable fees, duties and taxes are paid.

Whistleblowing and reporting persons protection

Reporting any breaches and protection of reporting persons are described in section 8 "Reporting complaints and irregularities". We remind you that threatening others and persuading them not to complain is also punishable.

6. Environmental impact

We develop our services with the environment in mind. In doing so, we undertake to comply with climate and environmental protection laws and regulations. Moreover, in our daily work we use resources (e.g. electricity, heating, water, as well as raw materials, tools and consumables) in an economical way and prevent or reduce waste production. We strive to minimize the environmental impact of Control-Service operations by applying responsible processes, procedures as well as practices that promote efficient use of resources and environmental protection.

We are committed to: conserving natural resources; reducing, reusing and recycling waste and materials; reducing greenhouse gas emissions; supporting environmental protection during new construction and facility modifications, complying with all applicable environmental laws and regulations. We expect the same commitment to compliance and environmental protection from our partners.

Our activity does not include the use of any kind of chemicals. Possible contact with chemicals and the rules of procedure are described in the chapter on health and safety at work.

Manages the building in which we operate, is obliged to check the state of the water we use. As a company, we take care of its reasonable consumption.

We make every effort to minimize air pollution. Our activities have no direct impact on this pollution. Good logistics allows us to limit the number of necessary trips and activities in customer facilities, thus minimizing the amount of smog emitted.

7. Products and services

Our mission is to sell, design and distribute products and services that meet all legal requirements and company procedures for quality and safety. Improving our products and responding to unmet needs translates into improved development of Polish and foreign industry. Driven by commitment to our partners and consumers, we make every effort to manufacture and deliver safe and effective products and services that meet the highest quality standards. We rigorously follow the legal and industry requirements of our quality system. We regularly train our employees in this area. We do not accept and use counterfeit parts. Use of counterfeit parts to take advantage of the picking procedure and possible dangers. We care about the quality of the products and services we sell.

8. Reporting complaints and irregularities

Who Can Make a Complaint

The complaint may be filed and the irregularity signaled by any person who is in any way related to Control-Service or who is aware of any irregularities or abuses on the part of our employees.

How to make a complaint

Anyone can report an abuse, incident or suspicion related to what they experienced or witnessed by completing a specially created form ([here](#))

Special cases (the reporting person cannot use the form) should be submitted by phone at (+48) 12 269 75 80 or in person at the Control-Service office.

The contact details of the complainant will be kept confidential.

The internal policy of Control-Service does not oblige us to consider anonymous complaints, however, we will analyze the content of each report.

The reporting person will be informed of the steps taken within 14 days from the date of reporting the complaint or irregularity.

All complaints or reports of fraud and irregularities submitted to Control-Service will be treated very seriously, and actions related to them will be taken without undue delay.

Each reporting person has a guarantee that Control-Service will keep his / her anonymity and will protect him / her from persons related to the accusations or those whom the report concerns.

Each person dealing with a given case is obliged to maintain full confidentiality and discretion in the pending proceedings.

In Control-Service, the person responsible for the process of submitting complaints and reporting irregularities, including keeping the register and contacting the reporting person, is the Office Manager, who directly cooperates with the company's management.

Conclusions

Employees found to have committed fraud or irregularities will be subject to disciplinary action, up to and including termination of employment.

Volunteers, contractors and other representatives, in the event of abuses, must take into account the immediate termination of cooperation with Control-Service. Where it is suspected that a criminal offense has been committed, the matter should be reported to the competent national authorities.

If, as a result of the proceedings, the reported suspicion is not confirmed, the person will be cleared of the suspicions. However, if it turns out that the reporting person has made a false suspicion in order to harm the person who is the subject of the suspicion, he or she will also be subject to disciplinary action, which may even result in termination of employment.

Disciplinary steps are taken by the managerial staff operating at the appropriate level.

9. Summary

Ethics is the basis of business activities and applies to all areas of the Control-Service company. It is respected both outside and inside the organization. Our holistic approach to ethical culture, developed coherent system of values and principles as well as consistent following of the guidelines which help us make the right decisions are responsible for its stability. Simple and clear rules are extremely important in the employer-employee relationship. They define the boundaries of conduct between acceptable and unethical behavior. With policies in place, especially those written in the Code of Conduct, an employee can clear up uncertainty. These principles should be known and applied by all employees, especially by those holding managerial positions in the company. Ethics is related to the category of human dignity and the fundamental human rights derived from it. A business is ethical only if it adheres to absolutely accepted values.

Following the path of ethical business is a way to trust and build strong relations with Partners, Clients and Employees. We have created this code so that every person, who is in any way connected with Control-Service company, could find out what our values are and whether we act in accordance with their beliefs.

Text revised and adopted on December 15, 2021.

Confirmation

I acknowledge that I have read and understand the Control-Service Code of Ethics and Business Conduct and agree to abide by its provisions.

Name and surname:

Position:

Date:

Signature: