

Vitrintec supplier code of conduct



INTRODUCTION

Vitrintec Sp. z o.o. is constantly developing, striving to achieve the highest standards of conducting business and arranging cooperation with external entities. Constantly demanding from ourselves to implement the best solutions, we expect the same from our business partners. We want to create a culture of shared responsibility for business practices in the field of occupational health and safety, human rights, business ethics, care for employees and local communities, as well as care for the natural environment at every stage of our activities. We also want to act on the basis and within the limits of the law.

These aspects also apply to our supply chain and cooperation with Suppliers, which is why we define the principles of responsible business and sustainable development also in purchasing processes, and the Suppliers Code of Vitrintec Sp. z o.o. is an integral element specifying certain aspects of cooperation, and especially in the qualification process and subsequent assessment of our suppliers. We believe that such an approach will bring benefits to both us and our Suppliers, as well as to the social, business and natural environment. We also believe that compliance with the Code standards will contribute to deepening our cooperation and partnership with Suppliers, strengthening the development of the activities of both parties to the cooperation.

OUR EXPECTATIONS TOWARDS SUPPLIERS

We want to cooperate with Suppliers who understand and share our approach to responsible business and sustainable development, strive to improve and implement good practices in areas that are key to us, i.e.

IN THE SCOPE OF CARE FOR SAFETY IN THE WORKPLACE AND CARE FOR THE HEALTH OF EMPLOYEES, WE REQUIRE OUR SUPPLIERS TO:

Our ambition is to strive to eliminate the possibility of any accident at work, including particularly serious and fatal ones, as well as to create a safe working environment.

- 1. Compliance with the provisions of the law on occupational health and safety relevant to the country of operation.
- 2. Ensuring safe and healthy working conditions by implementing procedures, certified occupational health and safety management systems and/or own safety programs, good practices and solutions aimed at completely eliminating accidents, avoiding injuries and illnesses among the Supplier's employees caused by the work performed.
- 3. Having specific goals in the field of safety and minimizing threats, monitoring, analyzing and documenting the implementation of these goals and their activities, while striving for continuous improvement of work safety.

IN THE SCOPE OF RESPECTING HUMAN RIGHTS, WE REQUIRE OUR SUPPLIERS TO:

The basic principle applicable in our organization is to respect human rights contained, among others, in the International Bill of Human Rights and fundamental rights specified in the declaration of the International Labor Organization.

- 1. Ensuring respect for human rights in their activities.
- 2. Ensuring equal treatment in the workplace and not using any practices that discriminate against employees or other stakeholders, regardless of age, gender, disability, race, religion or any other criterion.
- 3. Complying with labor laws applicable to the Supplier's country of origin and business.





**IN THE SCOPE OF CONTINUOUS IMPROVEMENT
IN THE AREA OF MANAGING IMPACTS ON THE
NATURAL ENVIRONMENT AND COUNTERACTING
CLIMATE CHANGE, WE REQUIRE OUR SUPPLIERS
TO:**

At Vitrintec Sp. z o.o. we take full responsibility for the impact of our activities on the environment and climate change.

- 1. Complying with legal regulations regarding the impact of their activities on the natural environment.
- 2. Assessing their activities in terms of the risk of negative impacts on the environment and striving to prevent this risk.
- 3. Striving to set goals to reduce the negative impact of its activities on the natural environment and climate change
- 4. Striving to acquire raw materials responsibly and/or to take environmental criteria into account in its purchasing decisions.
- 5. Striving to reduce the consumption of raw materials and natural resources: including water, and to manage them rationally.
- 6. Striving to minimize greenhouse gas emissions - including carbon dioxide, resulting directly and indirectly from the Supplier's activities to the extent appropriate to the scale and type of the Supplier's activities.
- 7. Compliance with legal regulations regarding waste management, striving to minimize waste generation related to the conducted activities and ensuring proper management of generated waste, including cooperation with authorized recipients of generated waste in order to minimize the risk of negative impact of waste on the environment.

**IN THE FIELD OF COUNTERACTING CORRUPTION,
WE REQUIRE OUR SUPPLIERS TO:**

At Vitrintec Sp. z o.o. we categorically oppose any actions bearing signs of corruption and actively counteract its occurrence: our principles and values in this area are described in our Anti-Corruption Policy.

- 1. Counteracting all forms of corruption in the conducted business and implementing preventive practices.
- 2. Taking decisive corrective and counteracting steps against the phenomenon of corruption, in the event of identifying any form of this crime.
- 3. Compliance with internal regulations regarding the acceptance and transfer of gifts.

FINAL PROVISIONS

The Code of Conduct is addressed to all Suppliers of Vitrintec Sp. z o.o. Suppliers are obliged to comply with its principles. Confirmation of knowledge and compliance with the principles of the Code of Conduct is a requirement for cooperation with Vitrintec Sp. z o.o.

If the Supplier's country of operation has more restrictive laws or internal regulations concerning the issues covered in the Code, we expect compliance with the national regulations. Although this Supplier Code of Conduct applies primarily to direct suppliers, Vitrintec Sp. z o.o. encourages the development of its own rules and their promotion within its own supply chain. Vitrintec Sp. z o.o. is committed to supporting its Suppliers in building awareness and promoting best practices of responsible business, in accordance with the standards of responsible business and sustainable development.

This Supplier Code of Conduct must be interpreted without prejudice to additional requirements, established by law and concluded contract, affecting the commercial relationship between Vitrintec Sp. z o.o. and its suppliers. Vitrintec Sp. z o.o. reserves the right to verify whether the Company's direct suppliers comply with this Supplier Code of Conduct. This verification can be carried out in various ways, the preferred method being a supplier self-assessment survey.

The Supplier Code of Conduct applies both in Poland and abroad, taking into account the cultural, linguistic, social and economic differences of the individual countries in which Vitrintec Sp. z o.o. operates.

All cases of irregularities or violations of the Code should be reported by e-mail to the ESG Manager, who oversees the application of ethical principles at Vitrintec Sp. z o.o. at the following address: k.matalowska@vitrintec.pl . We ensure the confidentiality of the report.

We encourage you to familiarize yourself with the Vitrintec Sp. z o.o. Supplier Purchasing Policy, which presents all the areas that we care about in cooperation.





The Vitrintec Sp. z o.o. Supplier Code was adopted on
September 2, 2024.

© Copyright 2024 Vitrintec Sp. z o.o.

Publications of Vitrintec Sp. z o.o.