



# CODE OF CONDUCT

The following requirements concerning Corporate Social Responsibility and Compliance shall apply for company Iskra Mehanizmi, d.o.o., related companies and all its suppliers.

## **Laws and regulations**

Company is obliged to comply with the applicable laws and regulations of those countries where they conduct business.

## **Corruption and bribery**

Every form of corruption or bribery is forbidden, this is valid for active as well as passive bribery.

## **Forced Labour**

Forced Labour of any form is forbidden. This includes forced prison labour, bonded labour or otherwise.

## **Child labour**

Child labour of any form is forbidden. Unless local law stipulates a higher age limit, no children of school-age or person younger than 15 (except as provided for by ILO convention No. 138) shall be employed. Workers under the age of 18 shall not perform hazardous work and may perform night work only on the basis of the provisions of the Act.

## **Harassment**

The personal dignity, privacy and personal rights of every individual have to be respected. Employees shall not be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

## **Compensation**

Wages, including overtime or benefits, shall equal or exceed the level required by applicable laws and regulations in the company.

## **Hours of work**

Full-time should not be longer than 40 hours per week. Overtime work may not exceed eight hours per week, 20 hours per month and a maximum of 170 hours per year. Working day may not exceed ten hours. Daily, weekly and monthly time limit may be taken as the average limitation period stipulated by law or collective agreement, and must not be longer than six months. Due to the nature or organization of work or the needs of users working time may be distributed unevenly. In the case of uneven distribution and temporary redistribution of full-time working hours must not exceed 56 hours per week.

**Non-discrimination**

All employees of the company, regardless of the colour of their skin, race, nationality, social background, possible disability, sexual orientation, political or religious conviction as well as their gender or age, shall be treated strictly according to their abilities and qualifications in any employment decision, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination.

**Health and safety**

The company is obliged to provide a safe and healthy working environment to prevent accidents and injury and, when applicable, provide safe and healthy residential facilities with applicable local law as a minimum.

**Freedom of Association and Collective bargaining**

The company is obliged to respect the legal right of employees to freedom of association and collective bargaining.

**Environment**

The company will comply with environmental regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate. Environmental pollution shall be minimized and environmental protection shall be improved continuously. An environmental management system according to ISO 14001 or any equal system has to be implemented.

**Supply chain**

The company shall oblige all its suppliers to recognize and respect the requirements of this Code of Conduct.

Lipnica, February 2020

Attila Dalkilic  
Managing director

