Dresówka.pl Sp. z o.o.

CODE OF ETHICS

GUIDEBOOK FOR PARTNERS OF THE COMPANY



TABLE OF CONTENTS:

2.CORE COMPANY'S VALUES2-3 3.CORE ETHICAL ISSUES4-6
3.CORE ETHICAL ISSUES4-6
4. Stakeholders7
5.OUR ETHICAL PRACTICES8
6.CODE OF ETHICS ADMINISTRATION9

7. NON-COMPLIANCE NOTIFICATION......10





INTRODUCTION

The aim of the following Code of Ethics is to highlight ethical standards which are respected and implemented in Dresówka.pl Sp. z o.o. company.

Objective of the following Code is to build great relationship both social and professional through the activity of our company.

This Code of Ethics is a coherent system of values obey to optimalise and achieve more efficient work outcomes.



WWW.DRESOWKA.PL ETHICAL COOPERATION



CORE COMPANY'S VALUES:

Safety: first and foremost we take care of health and safety working conditions for our employees and associates. We constantly monitor conditions at our workplace as well as on the premises of the company to make them better on daily basis routines. We follow the rules in accordance to health and fire safety requirements. We all engage in actions improving our safety conditions at work.

Law compliance: we follow the law at every stage of our business. We act in accordinance to existing national laws and regulations. We respect international trade rules including local and domestic tax systems as well as copyrights. We follow our internal regulations to maintain order in the company. We intend to qualify all of our products with proper certificates.

Data privacy policy: our customers confidentiality is followed by the GIODO's regulations. Each customer has the posibility to check his/her personal data, to edit them as well as to delete them from our database. At any stage of exchanging electronic information we take care of security of confidential information. We apply the most current data security tools such as: firewalls, anti-viruses, encrypted link preventing data interception (HTTPS) and more. **Protection of company's assets and rights:** we all take care of brand and image of the company. We use the properites responsibly and cost-effeciently in accordinance to the business purposes. The Internet structure used in the company is mainly designed to be used for activities related to work. Only authorised persons as well as those who have registered in the automatic working registration system are allowed to enter / leave the premises of the company. Details about undertaking business activities such as: implemented investments, established and upcoming cooperation, trade practices and logistics solutions are secrets of the company and are allowed to be distributed further only with the authorisation of the Board.

Financial transactions transparency: we prioritise integrity and accuracy of business registers. Every expenditures has to be booked as consistent with the company's business activity. On daily basis we create archives of our financial records and back up of our accounting system. We all care about protecting the company's financial secrets, keeping confidential and proprietary information. Only authorised employees are able to review our trading books and financial accounts.

Innovation: we develop new ideas and undertake innovative enterprises on an international markets. We make extensive use of the opportunities offered by emerging IT technologies that enable us to work remotely and more effectively towards our customers. We promote the innovation attitude among our employees. We take active part in fairs, national and international exhibitions where we are looking for new international cooperation options.

CORE ETHICAL ISSUES:

Mutal respect: we evidence by lack of discrimination on grounds of sex, religon, race, disability level or contrary opinions. With respect to personal culture principles we always take care of transparent dialogue. We avoid harassing of the good name of third parties or absentees. We avoid anykind of conflicts interfering our positive working atmosphere. We are tolerant to every opinion, but we are strongly opposed to any form of insulting and violence.

Professionalism: through smooth reaction to customers needs and enquires we deliver products and services of the highest possible quality. Every question sent to us is being replied comprehensively in the context of respecting and assuring customer's rights and interests. We take care of highest possible standard of our services and products. We are all obligated to dignified behaviour outside the workplace in situation where we are identified with the company. Communication to the media strategic partners take place only through a Public Relations representative. We adhere to principles of ethical ettiquete.

Responsibility: our organisation guarantee respect for the rights and dignity of every human being. We protect the environment in which we operate. We take care of timely fulfillment of accepted orders and commitments. Through our activity we spread the culture, generosity, courage and justice. **Transparency:** we are always open minded for reported needs, sugestion, comments and complaints. We are eager to find correct and optimal solutions to any disputable situation. We are open to conversations and exchanges of insights. From our perspective we always search for opportunities for modern and easy communication with customers. We are concerned about the reliability and safety of the information provided.

Cooperation: building of mutual trust at every stage of our business activity is our main focus. Regardless of position, we always appreciate commitment and initiative. We aim to provide friendly working conditions and personal development opportunities for every employee. We want to maintain a harmonious relationship between people. Clear and understandable communication with all our business partners is our priority. We emphasize the idea of local, regional and international partnership working beyond formal structures.

Teamwork: we support each other in active and creative way to enhance results of our work. A great atmosphere of work emphasizing our strenghts and individual potential depends on our common effort. We promote and prefer teamwork involving more people to do more difficult tasks. We are open for new ideas, thanks to that we can all participate in the knowledge, observation and experience exchange. We share our successes. **Corruption and political agitation prohibition:** we avoid all form of corruption. We prohibit behaviour that goes beyond generally accepted gratitude or customary hospitality. We avoid all forms of political agitation in the company. Any act or suspicion of such actions is reported to supervisor.

Local society support: our aim is to have positive, long-term realtionships with our neighbors. To realize it, we take an active part in social life that has impact on educational and cultural development. In various ways we support social initiatives of children and young people development. By providing technical and educational infrastructure, we implement assumptions of the information policy for society.

Sustainable development: through scrap recycling and promotion of the eco-innovation practices at every stage of production process we make sure to keep natural environment around us safe. Our business is respecting the biodiversity of nature as well as humanity. We are always considering the possibility of allocating smart grids (renewable sources) in our ventures. We follow the guidelines of "green office" such as printing on both sides of paper, electronic document transfer, ergonomic tools. We are committed to the environment protecting laws. We maintain moderation and prudence in our pricing policy.

STAKEHOLDERS:

We take care of the development and interests of all our partners supporting our business including, in particular:

Customers who are provided with the best possible service standards and products that meet the quality criteria. We allow the format of leaving feedback, reviewing our work and products.

Employees through creation of free and creative working atmosphere to enable professional and personal development.

Co-workers through creation of a business that encourages cooperation for designers, promoters, photographers, tailors, models, graphic and patterns designers, and other freelancers.

International partners following the trade directives of international markets and taking care of the goods most efficient logistics.

Societies we encourage and initiate social events and promote creative attitudes and learning through fun.

Suppliers taking care of timely settlement of our financial commitments and mutual fluent cooperation.

Offices and public organizations while maintaining transparency and full compliance with the law of our business.

OUR ETHICAL PRACTICES:

Fair performance of assigned tasks based on knowledge and personal skills in order to maintain good relations with company stakeholders.

Loyalty to the company by abandoning competing actions against the company.

Respecting the law, good manners and regulations in the company.

We fulfill the promises made to our stakeholders.

We respond to all attempts of corruption and dishonesty.

We work together to exchange ideas and insights to improve work efficiency.

Respecting the competition their reputation and good name.

We take good care of the atmosphere in the company and we avoid conflict situations.

We improve our own work.

We integrate stakeholder needs to ensure their smooth implementation.

CODE OF ETHICS ADMINISTRATION:

All company employees know the Code of Ethics in practice. Each person regardless of their position in the company has the opportunity to familiarize themselves with the values and principles set out in the Code.

The Code is available on the Company's Management Board and made available to every employee. The code is attached to the website of www.dresowka.pl

If you have any doubts about the Code, please contact the Company's Management Board.

The Management Board of the Company appoints the persons responsible for the implementation of the provisions of this Code and is competent to interpret, monitor and comply with the Code.

NON-COMPLIANCE NOTIFICATION:

Comments, objections, doubts, violations of the Code of Ethics please report directly to the Management Board by sending an email to: przemek@creata.pl or written to: Ethics Spokesman, Dresówka.pl Sp. z o.o., ul. Poprzeczna 7, 48-340 Głuchołazy.

Please provide information on the nature of the infringement, the name of the responsible person, the time and place of occurrence, the history of the case and any supporting evidence.

CODE OF ETHICS

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page 10

Dresówka.pl Sp. z o.o. ul. Poprzeczna 7 48-340 Głuchołazy