

severoTISK

Svoboda III Press

# Ethical code



# Preamble

## Basic Company Values and Ethical Code Objective

The basic values of Severotisk s.r.o. and Svoboda Press s.r.o. include mutual respect, trust, dignity, decency, fostering positive interpersonal relationships, and adherence to high standards of professionalism towards employees, customers, business partners, suppliers, investors, and the public. The management of the company is fully aware of its social responsibility and declares that it will adhere to these values and moral standards in decision-making processes, and commits its employees to adhere to them in their daily activities.

## The aim of this ethical code is to achieve:

- a positive work environment for employees with a friendly atmosphere and zero tolerance for any form of discrimination, while supporting personal and professional development of our employees;
- long-term partnerships with customers and business partners based on mutual trust, respect, and professionalism;
- strengthening and maintaining a good reputation as a socially responsible company aimed at sustainable development in relation to the public.

# Company Principles of Employee Protection

**Severotisk s.r.o. and Svoboda Press s.r.o. declare that they will apply the following principles in relation to employee protection:**

- equal treatment of all employees regardless of race, ethnicity, gender, nationality, religion or ideology, disability, age, or sexual identity;
- zero tolerance for any form of harassment, humiliation, sexual coercion, or intimidation;
- employees' right to human dignity, privacy, and personal integrity protection;
- emphasis on creating a friendly and dignified work environment based on positive interpersonal relationships and mutual trust;
- the option for employees to use an anonymous trust box (Whistleblowing) where responsible personnel address any violations of these principles anonymously;
- support for further professional and personal development of employees.

# Employee Code of Conduct

Senior employees serve as role models of moral and ethical values for other employees and are responsible for adhering to the Ethical Code among subordinate employees. Severotisk s.r.o. and Svoboda Press s.r.o. require their employees to adhere to the following principles of conduct:

**In the area of interpersonal relationships:**

- We respect human rights and fundamental freedoms, especially the right to life and health, personal integrity and privacy, the right to maintain human dignity, personal honor, and reputation, freedom of thought, religion, and expression, sexual orientation.
- We respect freedom of speech and apply principles of collegiality and cooperation in our actions.
- We mutually respect and show respect to our colleagues.
- We adhere to general principles of decency, good manners, and honorable conduct.
- Any critical feedback towards colleagues is given objectively, politely, and based on factual evidence.
- We maintain equal access to other employees and individuals we come into contact with during the performance of work duties, regardless of their race, ethnicity, gender, nationality, religion or ideology, disability, age, or sexual identity.
- We acknowledge that any form of harassment, humiliation, sexual coercion, intimidation, whether physical or verbal, is unacceptable.

**In compliance with legal regulations and other binding standards:**

- In all areas of our work activities, we adhere to universally binding legal regulations (laws, regulations, ordinances, etc.), as well as all internal company regulations and employer directives.
- We adopt a zero-tolerance stance towards any criminal activity, not only when it is committed on behalf of or for the benefit of Severotisk s.r.o. and Svoboda Press s.r.o., but also towards third parties.
- In fulfilling daily work duties, we prioritize protecting the legitimate interests of the employer.
- We commit to principles of sustainability and ecology.
- We comply with regulations concerning occupational health and safety, health, and environmental protection.
- We have implemented the option to use an anonymous trust box (Whistleblowing) where authorized personnel address any violations of regulations.
- In accordance with internal regulations, we protect all tangible and intangible company assets from devaluation, especially from damage, theft, wastage, or misuse.

**In the area of conflict of interest:**

- In our decision-making, we maintain impartiality and support fair economic competition. We strive to prevent the abuse of anyone's position to gain undue advantage.
- We seek to avoid situations that might give the impression of a conflict of interest.
- We promptly inform the employer about all extracurricular activities and relationships that could be perceived as a conflict of interest (additional employment, private activities including political functions, etc.).
- We accept and provide gifts and tokens of appreciation with caution only if deemed appropriate in a given situation. In case of doubt, we consult the relevant supervisory unit.

**In communication with the media and the public:**

- We maintain loyalty to the company, protect the employer's good name and reputation.
- We provide statements to the media only if authorized to do so. Any inquiries from the media are referred to the relevant press department or authorized person.
- In communication on social networks from a private profile, we do not represent the company or share internal company information or information about its business partners.

## Final Provisions

This Ethical Code is binding for all employees of Severotisk s.r.o. and Svoboda Press s.r.o. Employee conduct that directly contradicts this Ethical Code may be considered a serious violation of work duties and may result in employment consequences.

**severOTISK**

SEVEROTISK s.r.o  
Mezní 3312/7  
400 11 Ústí nad Labem  
+420 472 767 300  
info@severotisk.cz  
www.severotisk.cz

**Svoboda III Press**

Svoboda Press s.r.o  
Sazečská 560/8  
108 25 Praha 10  
+420 266 021 222  
info@svoboda.cz  
www.svoboda.cz

