



**AXXIA**

**CODE OF  
CONDUCT  
PROTEA GROUP**



# TABLE OF CONTENTS

|   |   |
|---|---|
| MESSAGE FROM THE TOP MANAGEMENT .....                             | 3 |
| OUR MISSION .....   | 4 |
| OUR VISION .....  | 4 |
| CONFORMITY WITH LEGAL, REGULATORY AND OTHER REQUIREMENTS .....    | 4 |
| OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION ..... | 4 |
| ETHICAL BEHAVIOR TOWARD BUSINESS PARTNERS .....                   | 5 |
| ANTI-CORRUPTION ACTIVITIES, GIFTS, DONATIONS .....                | 5 |
| HUMAN RIGHTS AND FAIR WORKING CONDITIONS .....                    | 5 |
| COMMUNICATION AND FREEDOM OF EXPRESSION .....                     | 6 |
| PROTECTION OF COMPANY'S ASSETS .....                              | 6 |
| PRIVACY AND PROTECTION OF PERSONAL DATA .....                     | 6 |
| INFRINGEMENT OF THE CODE OF CONDUCT PRINCIPLES .....              | 6 |

## MESSAGE FROM THE TOP MANAGEMENT



The mission and vision of the company represent our common purpose, which focuses our efforts and is the engine of a constant striving to achieve ever better results for our customers, shareholders and ourselves.

We implement business goals, acting in accordance with accepted ethical standards and applicable legal requirements. Regardless of what kind of work we do on a daily basis, we have obligations regarding the law, standards and rules of performing our work. We must act with respect, ethics and integrity.

This Code of Conduct provides guidelines on behavioural norms for all persons taking activities on behalf of the Protea Group.

It is a kind of guide, containing principles that we all follow while performing our duties.

In all situations where the requirements of the Code of Conduct may turn out to be insufficient or unclear, we should use common sense and the ability to assess the situation as well as consult with the supervisors who will advise on how to behave in a given situation.

Everyone, regardless of the positions occupied, is obliged to comply with the Code of Conduct and ensure that it is not violated.

Together, we create the company's value.

*President of the Management Board of Protea Sp. z o.o.*

*Tomasz Paszkiewicz*

## **OUR MISSION**

Satisfying the needs and expectations of customers by providing high-quality technical solutions at a good price and a set time.

## **OUR VISION**

Strengthening the position on the market of lifting equipment intended for the power industry related to the offshore, maritime and land industries through continuous improvement of processes, expanding the scope of activities and introducing new technological solutions.

## **CONFORMITY WITH LEGAL, REGULATORY AND OTHER REQUIREMENTS**

When conducting business, we always comply with local, national and international laws and applicable regulatory provisions and standards.

We are aware that any violation of the rules may lead to serious consequences for the entire company and, depending on the situation, is subject to labour or criminal law.

## **OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION**

Protection of the health and safety of our employees and protection of the environment are among the basic elements of our functioning. These issues have been reflected in the systems implemented by us:

- occupational health and safety management - acc. to OHSAS 18001: 2007,
- environmental management - acc. to ISO 14001: 2015.

We attach great importance to a safe, healthy and risk-free workplace, which means that we comply with relevant health and safety regulations and standards and take preventive measures to eliminate potential hazards.

In reference to the nature and level of risk, we provide safe and hygienic working and stay conditions for people at all organizational levels and in all areas of the company's operation, including full-time employees, contract staff and outsiders.

We strive to carry out the manufacturing activity of technical equipment in an environmentally friendly way by limiting the negative impact on the environment and minimizing the consumption of natural resources. We care about the natural environment. We strive to make our products even safer for users and the environment in which they are used.

## **ETHICAL BEHAVIOR TOWARD BUSINESS PARTNERS**

We are a responsible partner, both in cooperation with our customers, suppliers and co-operators, as well as inside our company. In addition to our competence and the quality of our products, this also includes honest and transparent communication and keeping our obligations under the contracts.

We work only with those suppliers who meet the relevant legal requirements and comply with business standards consistent with our company's vision.

We adhere to the principles of fair competition and support the idea of a free market and fair trade. All unfair practices are prohibited.

## **ANTI-CORRUPTION ACTIVITIES, GIFTS, DONATIONS**

We do not accept any kind of corruption, bribery or abuse. We take all our actions responsibly and honestly. It is important for us to avoid even the very impression that a decision could have been made under the influence of accepting or granting personal benefits.

We do not accept gifts and donations or any other unjustified benefits, both direct and indirect.

We only accept acts of hospitality and entertainment offered, which: have a negligible level of expenses; they occur occasionally, they result from the usual corporate hospitality and standard business practices adopted in business; they do not violate any legal provisions.

Donations which, in accordance with the above mentioned principles, cannot be accepted, meet with our unambiguous refusal.

All cases of prohibited acts are immediately reported to the supervisor.

## **HUMAN RIGHTS AND FAIR WORKING CONDITIONS**

Respect for and protection of human rights are the basis of our philosophy of action. We respect and protect the privacy, personal dignity and other rights of each of the employees, customers, suppliers and other persons whom we work with.

We comply with applicable norms and regulations regarding human rights and justice at work.

Bad treatment of employees and lack of respect for their age, sex, health status, beliefs, right to work safety and workers' rights are unlawful and are not tolerated by us.

We condemn forced labour in every form and work done by children.

We comply with the laws regarding working hours, minimum wages and other terms of employment regulated by law in a given country.

We evaluate employees on the basis of their competences, skills and achievements. We value commitment to work, initiative, teamwork and responsibility.

As a socially responsible employer we perceive our employees as a high value.

## COMMUNICATION AND FREEDOM OF EXPRESSION

We encourage our employees to express their opinions freely, without fear of persecution and possible repression. We do not use repressive measures against people who raise important issues regarding the workplace in good faith.

## PROTECTION OF COMPANY'S ASSETS

We provide our employees with necessary equipment and information.

Our employees are obliged to treat all tangible and intangible assets of the company with due care. This applies to buildings, real estate, vehicles, office equipment and intangible assets, such as copyrights, know-how, concession and licenses, patents, trademarks, computer programs, etc.

## PRIVACY AND PROTECTION OF PERSONAL DATA

We ensure that all actions on personal data, e.g. collection, registration, comparison, storage and disposal, are carried out in accordance with applicable regulations. We respect the right of everyone to protect his/her personal data. We make sure that only authorized persons have access to the personal data.

We ensure that the personal data is not kept for a longer period than is required to fulfil the purpose for which it has been collected.

## INFRINGEMENT OF THE CODE OF CONDUCT PRINCIPLES

All activities related to the violation of the Code of Conduct rules adversely affect the company's image and reduce the trust of interested parties. This may lead to lowering the company's position on the market.

We hope that our employees will report their doubts to superiors or, if necessary, report any violation of this Code of Conduct.

The first contact person in this matter is the immediate supervisor. Further, it is possible to report the situation on the email address [codeofconduct@protea.group](mailto:codeofconduct@protea.group) or by phone

- **Mrs. Żaneta Kulwikowska-Marciniak – tel. no. +48 660 669 151.**

All investigations regarding violations of the Code of Conduct are carried out with the greatest confidentiality, protection of the reporting party and taking into account the right to the data privacy.



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