

CODE OF CONDUCT

FOR PROTEA GROUP BUSINESS PARTNERS



PROTEA
GROUP



INTRODUCTION

This code of conduct describes the basic requirements placed on suppliers, subcontractors and any partners of Protea Group company.

All business partners of protea group company must at all times ensure:

Conformity with legal, regulatory and other requirements

- to comply with all relevant laws and regulations.

Any violation of the rules may lead to serious consequences and, depending on the situation, is subject to labor or criminal law.

Prohibition of bribery and corruption

- to tolerate no form of corruption, bribery or abuse, both direct and indirect;
- not to grant, offer or promise gifts and donations or any other unjustified benefits, both direct and indirect.

Only acts of hospitality and entertainment, which have a negligible level of expenses are accepted. They occur occasionally, they result from the usual corporate hospitality and standard business practices adopted in business; they do not violate any legal provisions.

Ethical behavior toward business partners

- to comply with business standards, it means fair competition and support the idea of a free market and fair trade.

All unfair practices are prohibited.

Human rights and fair working conditions

- to respect and protect the privacy, personal dignity and other human rights of employees, customers, suppliers and others;
- to refuse to employ or make anyone work against their will, and to ensure that no forced labor or human trafficking is present, also not at any partners and sub-contractors;
- to comply with applicable norms and regulations regarding human rights and justice at work;
- to ensure a fair remuneration for regular working hours and overtime as well as benefits, at least equal to the minimum wage established under the applicable law;
- to undertake to observe legal regulations on working hours and sufficient resting periods including holidays;
- to refuse to tolerate any unacceptable treatment of employees and lack of respect for their age, sex, health status, beliefs, right to work safety and workers' rights.

Prohibition of child labor

- to employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14;
- to employ no workers under 18 years to perform any type of work, which can expose their health, safety or morals.

Forced labor in every form and work done by children are deeply condemned.

Occupational health and safety

- to comply with relevant health and safety regulations and standards and take preventive

measures to eliminate potential hazards;

- to 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;
- to provide training and ensure that employees are educated in health and safety issues;
- to provide Personal Protective Equipment and monitor their usage.

Environmental protection

- to comply with applicable national and international regulations as well as standards on environmental protection that affect its operations;
- to minimize environmental pollution;
- to use resources sparingly.

Protection of company's assets

- to respect all tangible and intangible assets 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.

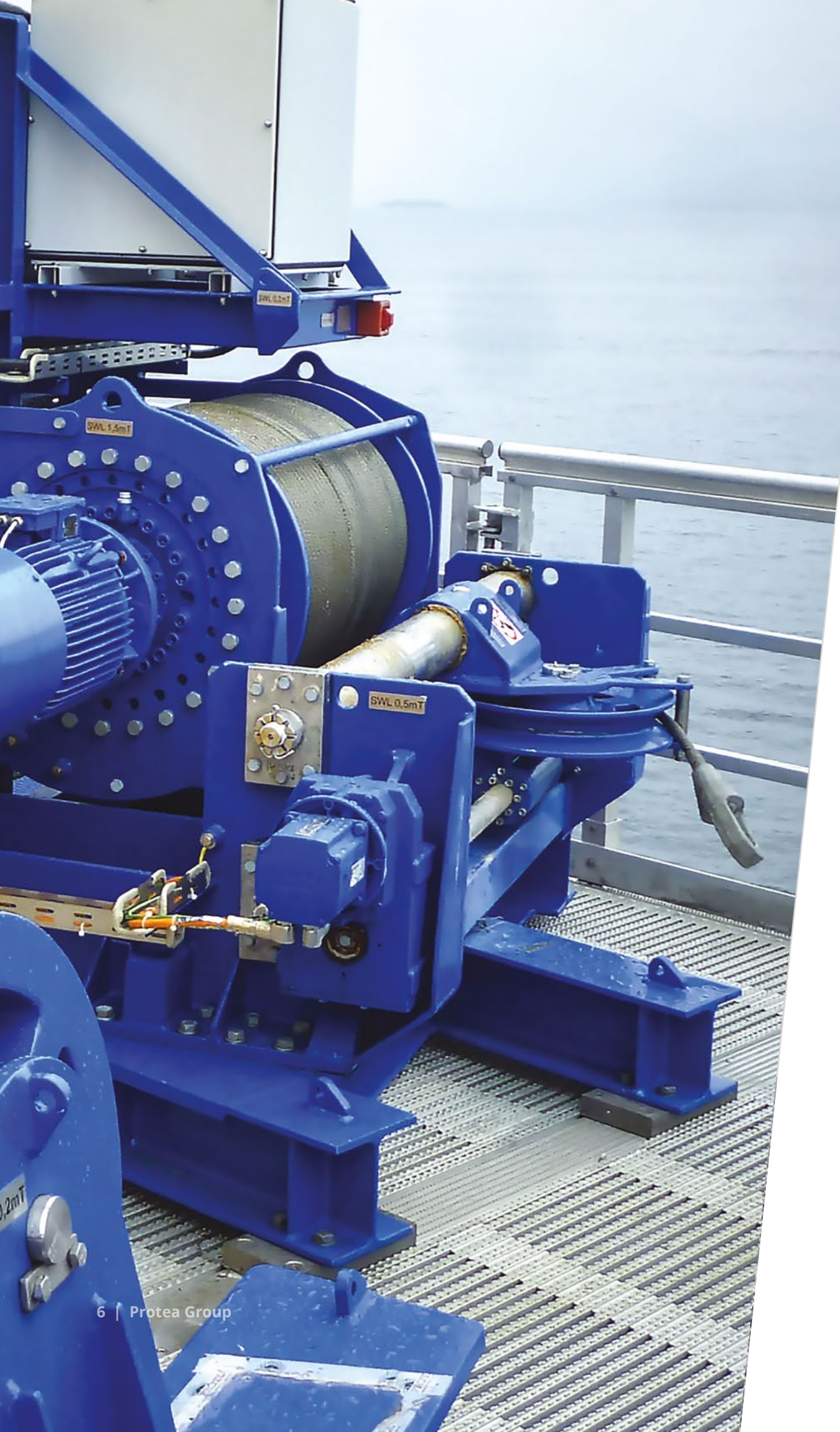
Supply chain

- to ensure compliance with this Code of Conduct among suppliers and follow up on compliance;
- to comply with the principles of non-discrimination with regard to supplier selection and treatment.

Privacy and protection of personal data

- to ensure that all actions on personal data, e.g. collection, registration, comparison, storage and disposal, are carried out in accordance with applicable





regulations;

- to respect the right of everyone to protect his/her personal data;
- to make sure that only authorized persons have access to the personal data;
- to 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.

Communication and freedom of expression

- to ensure that employees can freely express their opinions, without fear of persecution and possible repression;
- not to use repressive measures against people who raise important issues regarding the workplace in good faith.

Principle of concerns reporting anonymity

Any concern on the Code of Conduct content, as well as violations of the principles described therein, can be reported anonymously to the e-mail address: codeofconduct@protea.group.

The subject of the e-mail should state what the concern is, e.g.

- violation of the Gender Equality Principles,
- violation of the rules on the employment of minors,
- violation of health and safety at work,
- sexual harassment,
- mobbing,
- attempted bribery,
- etc.

Protocol for handling concerns reports.

- each report shall be dealt with respecting the principle of confidentiality and the anonymity of the reporting person;

- within 24 hours of submitting a report, the person making the report will receive an acknowledgement of receipt from Protea by a return message, if reported by e-mail;
- information about the Code of Conduct concern shall be published on the Intranet within 24 hours of submitting a report,
- the notification shall be forwarded for consideration by a Committee consisting of:
 - QHSE MS Representative;
 - at least 2 members of the Board;
 - Manager of the Organizational Unit where the misconduct occurred;
 - a representative of the Employees;
 - Health and Safety Specialist - if the concern relates to Health and Safety;
 - EP Specialist - if the concern relates to EP;
 - HR Representative;

Individuals against whom allegations have been made will not be part of the Committee.

- the Committee shall meet within 7 working days of the date of submission;
- the Committee's findings, in the form of a report, are to be sent by return e-mail, to the address from which the notification was sent, within 14 working days of the notification being sent;
- the content of the notification, together with the Committee's report, is to be posted on the Protea Intranet;
- the conclusions and recommendations resulting from the Committee's report shall be implemented without undue delay.





PROTEA
GROUP