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		Platnost od	30.3.2018

	Zpracoval/a	Schválil/a	správce dokumentace
Jméno	Ing. Jiří Smetana	Ing. Zdeněk Čermák	Ing. Renáta Ašerová
Datum	29.3.2018	29.3.2018	29.3.2018
Podpis			

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## *Code of Conduct*

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### **PART I: Introduction**

#### **1. Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to declare that Lakum-AP, a.s. operates in accordance with internationally recognized minimum standards on human rights, labour and the environment. Lakum-AP, a.s. adheres to the principles of this Code of Conduct and expects the same of its suppliers.

#### **2. Scope of Application**

The provisions of the Code of Conduct extend to all workers, regardless of their status or relationship with a Lakum-AP, a.s. . The Code of Conduct therefore also applies to workers who are engaged informally, on short-term contracts, or on a part-time basis.

#### **3. Normative Elements**


The Code of Conduct is not and should not be interpreted as a means to circumvent or undermine national laws or national labour inspectorates. Similarly, this Code of Conduct is not and should not be interpreted as a substitute for free trade unions, nor should it be used as a substitute for collective bargaining.

#### **4. Legal Compliance**

In addition to meeting the terms of this Code of Conduct, Lakum-AP, a.s. comply with all national laws and regulations as well as other applicable standards (e.g. collective bargaining agreements or other Code of Conducts).

#### **5. International Standards**

This Code of Conduct is based on the general principles contained in the Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1966), the International Covenant on Economic, Social and Cultural Rights (1966), the Eight Fundamental ILO Conventions and other relevant international human rights and labour standards.

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## **PART II: Standards**

### Employment Practices

#### **1. Forced Labour**

##### **1.1 Forced Labour and Freedom of Movement**

Lakum-AP, a.s. does not participate in, or benefit from, any form of forced labour, including bonded labour, forced prison labour, slavery, servitude, or human trafficking. Workers have the freedom of movement during the course of their employment.

##### **1.2 Retention of monetary and/or material goods**

Lakum-AP, a.s. does not withhold any part of any personnel's salary, benefits, property or documents (e.g. identity cards and travel documents) in order to force personnel to continue working for them.

##### **1.3 Disciplinary measures**

Lakum-AP, a.s. treats all personnel with dignity and respect. Lakum-AP, a.s. does not engage in or tolerate the use of corporate punishment, mental and physical coercion and verbal abuse of personal.

#### **2. Child Labour and Young Workers**

##### **2.1 Minimum Age Requirements**

Lakum-AP, a.s. does not engage in, or benefit from, the use of child labour. The minimum age for employment is not less than the age of completion of compulsory schooling and, in any case, is not less than 15 years .

##### **2.2 Hazardous and Harmful Work**

Lakum-AP, a.s. refrains from hiring and employ young workers (below 18 years of age) to perform any type of work, which is likely to jeopardize their health, safety or morals.

#### **3. Non-Discrimination**


##### **3.1 Non-discrimination in Employment-related Decisions**

Lakum-AP, a.s. does not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions is based on relevant and objective criteria.

#### **4. Freedom of Association**

##### **4.1 The Right to Freedom of Association and Collective Bargaining**

Lakum-AP, a.s. does not interfere with the workers' rights to form and join unions, or other associations of their own choosing, and to bargain collectively. Workers' representatives are not subject to discrimination and they have access to employees at the workplace.

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## **5. Workplace Health and Safety**

### **5.1 Health and Safety Standards**

Workers of Lakum-AP, a.s. are offered a safe and healthy working environment including but not limited to protection from fire, accidents and toxic substances.

### **5.2 Training and Protective Gear**

Lakum-AP, a.s. provides its employees with the protective equipment and training necessary to perform their tasks safely.

### **5.3 Sanitary Infrastructure**

Lakum-AP, a.s. provides a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs and numbers of its employees.

## **6. Conditions of Employment and Work**

### **6.1 Workplace Violence, including Assault, Harassment and Threats**

Lakum-AP, a.s. does all its effort to protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers.

### **6.2 Remuneration**

Basic wages Lakum-AP, a.s. complies with legal minimum standards concerning wages and benefits according to Czech law which enables workers to meet the basic needs of them self and their dependents. Wages are paid in legal tender and on a regular basis.

### **6.3 Established Working Relationship**

All workers are provided with a written, understandable, and legally binding labour contract.

### **6.4 Leave**


Lakum-AP, a.s. grants employees paid holiday each year and sick leave, as well as parental leave to employees who must care for a newborn or newly adopted child. Women who take maternity leave does not face dismissal or threat of dismissal, and are able to return to their former employment at the same rate of pay and benefits.

### **6.5 Hours of Work, Rest Periods and Breaks**

Work-week is limited to 48 hours. Overtime is voluntary, infrequent, and not exceed 12 hours per week. Lakum-AP, a.s. complies with all Czech laws and regulations in regards to hours of work, rest periods and breaks.

### **6.6 Employee Privacy**

Lakum-AP, a.s. respects the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices.

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## **7. Accidents and Health**

### **7.1 Industrial Accidents and Health Emergencies**

Lakum-AP, a.s. establishes and maintains emergency procedures to effectively prevent and address all health emergencies and industrial accidents affecting the surrounding community or having an adverse impact on the environment.

## **8. Corruption and Bribery**

8.1 Bribing of Government Officials and private parties Lakum-AP, a.s. does not use bribing, or any other method, to unjustly influence public officials and/or the judiciary and/or private parties.

## **9. Environmental Protection**

### **9.1 Managing Environmental Aspects**

Lakum-AP, a.s. strives to minimize the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects

### **9.2 Complying with Environmental Legislation**

Lakum-AP, a.s. maintains awareness of current environmental legislative requirements which are relevant to the environmental impacts of its activities, products and services and ensure legal compliance through training, awareness, operational control and monitoring.

## **10. Complaints Procedures**

Lakum-AP, a.s. has established mechanisms for hearing, processing, and settling complaints of employees. Workers have the right to anonymously submit complaints regarding all workplace concerns, including complaints regarding the Lakum's failure to comply with this Code of Conduct, without fear of punishment or adverse employment action. Any complaints submitted to the Lakum-AP, a.s. which are not anonymous are anonymized for the purpose of third party inspections. Lakum-AP, a.s. properly investigates, addresses and settles all complaints in accordance with its pre-established complaints procedure. Records are kept of these complaints .

Anyone affected by the Lakum's activities has access to communicate concerns or submit complaints without discrimination or fear of reprisals. Lakum-AP, a.s. properly investigates, addresses and settles any complaints or concerns raised by local communities.

*processed and approved:* Ing. Zdeněk Čermák  
plant manager

*Podpis:* 