

## **CODE OF ETHICS & CONDUCT OF THE BOSMAL AUTOMOTIVE RESEARCH AND DEVELOPMENT INSTITUTE**

### **§ 1 Introduction**

The Code of Ethics sets out the principles and ethical values that embody employee behavioural standards in order to fulfil the mission of the BOSMAL Automotive Research and Development Institute and are the compass which guides all employees on what route to take when there is a choice to make.

The purpose of the Code is to shape the culture of work within the Company and outside it. The Code shows that our Company maintains high ethical standards, surpassing the obligations arising from rules of law. It builds mutual trust among employees, promotes transparency of activities and provides our employees, business partners and customers with clear information. In the dynamically changing business and social environment, the Code is of particular importance.

The Code of Ethics only complements and strengthens the standards of conduct set out in the provisions governing the rights and obligations of employees to serve operational efficiency and transparency of BOSMAL and to build trust among contractors.

This Code applies to all employees of BOSMAL, whatever the form of employment, interns, trainees, volunteers and all other business partners cooperating with BOSMAL, irrespective of their legal status.

### **§ 2 Internal Relations**

1. The work carried out in each role is for the BOSMAL's sole benefit.
2. Performing official duties by an employee, within the framework of the competences granted, requires respect for generally applicable norms and laws, adherence to established principles of social coexistence and good manners.
3. The privileges given to the employee shall be used exclusively for the purpose of fulfilling the purposes for which those rights were granted to him.
4. The employee contributes to the accomplishment of the mission of the BOSMAL by executing the duties assigned to him – i.e.: meeting consumer demands and expectations, delivering timely services that ensure professional consistency.
5. The employee carries out the tasks entrusted to him, with respect for self and others, and willingly shares experience with the new generation of employees.
6. When performing duties assigned to him, the employee acts in compliance with the basic code of ethics and ethical principles that are:
  - the rule of law,
  - impartiality, independence and selflessness,
  - honesty, reliability and responsibility,
  - professionalism in action,
  - partnership,
  - courtesy and empathy in relationships with employees, supervisors, subordinates and peers (use of generally accepted standards of courtesy in direct contacts, phone calls or correspondence),

- high personal culture and suitability of the outfit (taking care of their appearance by staying on the premises of BOSMAL in an appropriate and tidy outfit and wearing safety and work clothing in accordance with its intended purpose),
- aiming for personal development and competences by extending knowledge and improving professional qualifications,
- respecting attributes of corporate image, in particular the name and logo (looking after property, image and good name of BOSMAL and its employees, demonstrating due diligence and cost efficiency),
- refraining from works that interfere with the duties or adversely affect objectivity of decisions taken and not indulging in practices that may result in activities conflicting with the BOSMAL's interests.

### **§ 3 External Relations**

1. Making sure that contractor relations are based on integrity and mutual trust (cooperation is always based only on substantive reasons, fair competition with competitors without undermining their reputation).
2. Respecting intellectual property of contractors, including confidentiality of the personal data entrusted to us.
3. Fostering only fair and open competition respecting ethical values for market players.
4. Counteracting corruption by keeping a reliable and transparent accounting system.
5. Receiving and granting customarily accepted formal gifts of small value is in compliance with our principles described in the Anti-Corruption Policy (ensuring full impartiality of relations with contractors).
6. Avoidance of cooperation with entities which violate fundamental values binding upon BOSMAL, as described in this document.
7. Counterparties have the right to access full information on the services provided in the BOSMAL's offer, final prices and terms of sale, as well as to information on any circumstances affecting the services and mutual relations.
8. Not engaging in any political event.

### **§ 4 Surroundings**

1. Taking full responsibility for the environmental impact of the operations of BOSMAL. Compliance with environmental constraints arising from statutory regulations. Focusing on finding solutions that prevent the adverse effect at the source.
2. Maintaining the ISO 14001 environmental management system which is an essential part of the effective management system for key processes.
3. Creating new jobs due to continuous investments and the company's development.
4. Maintaining transparent, corruption-free, and transparent relationships with public officials.
5. Promoting corporate social responsibility not only in internal relations, but also by supporting social, cultural and educational activities undertaken in the local environment. If possible, supporting local sports clubs, scientific projects and artistic groups.
6. Promoting pro-family values and a friendly atmosphere by endorsing, inter alia, the pro-family initiative based on the principle of harmony and balance between family, private life and work (organizing annual integration meetings for BOSMAL employees and employees' children).

## **§ 5**

### **Primacy**

This Code is the primary and overarching document that regulates ethics and business conduct. An additional element of the Code of Ethics are also other internal acts that supplement it in areas that are particularly exposed and sensitive in terms of ethics and law, in particular the Anticorruption Policy, and the Anti-mobbing Policy.

This Code is the main and overriding document governing ethics and business practices. There are also other internal regulations that complement the Code in areas particularly vulnerable in terms of ethics and law, i.e. the Anti-Corruption Policy and the Anti-Mobbing Policy.

## **§ 6**

### **Summary**

1. It is the responsibility of all BOSMAL employees to read and understand this Code and affirm this fact by signing a related declaration and complying with this Code.
2. In the event of any potential violation of the principles contained in this document, the employees should raise their concerns and report them in good faith to their immediate supervisor or directly to the Legal Compliance and Standard Management Team, and when reasonably justified, to the President of the BOSMAL's Management Board.
3. A breach of the rules of behaviour adopted in this document should be reported directly to the Legal Compliance and Standard Management Team using one of the three available channels: electronically (e-mail: [etyka@bosmal.com.pl](mailto:etyka@bosmal.com.pl)), by mail, or in person.
4. A breach of the rules set out in the Code of Ethics may result in disciplinary action against an employee with all the sanctions provided for by the labour law.

## **§ 7**

### **Final provisions**

1. The Code of Ethics is accessible both electronically and internally on the intranet platform and website of BOSLAM, as well as in a readable form the newsletter.
2. The Code is made known to staff by issuing the President's Order and shall enter into force on the date of its approval.