

The main reasons for developing the Code of Ethics for the company Manarasprings s.r.o. are:

- To eliminate inappropriate practices that cause a decrease in interest in the company
- To clarify company policy on important and sensitive issues
- To strengthen internal company discipline
- To positively motivate our employees by strengthening their awareness that they work in an ethical environment with clear rules applicable to every employee
- To improve interpersonal relations and build a stable company that will be an honest partner for all its customers.

Purpose of the Company's Code of Ethics:

- The code of ethics should primarily serve as an internal binding manual for all the employees working for our company.
- It represents the effort and determination to work and follow the highest principles of social and business ethics in accordance with the current legislation of the Slovak Republic.

Workplace relationships:

- Workplace relations are based on transparency, open communication, mutual trust and respect.
- The principles of honesty, fairness, justice, responsibility, respect for basic human rights and freedoms are a non-separable part of this code and applies to all relationships related to the company (supplier-customer relationships, relationships with state and public institutions, relationships with the competitive environment)
- Employees should protect the good name of the company and its interests, do not enrich themselves at the expense of the company, protect the intellectual and material property of the company and its business partners, use it exclusively for work purposes
- Employees have the right to express their opinions without any consequences or sanctions from the company.
- Employees are obliged to inform the company about important facts related to the subject of the company's business, the company considers the concealment of such facts immoral.
- All information related to the company's operations is considered highly confidential

Safety at Work:

- Employees must comply with all safety rules of our company as well as work safety rules set by Slovak legislation.
- The company ensures the training of its workers and expects them to comply with all regulations.
- Violation of rules is considered a violation of work discipline

Discrimination of employees:

- Women and men have the right to equal treatment, access to employment, remuneration, vocational training and working conditions.
- Both women and men are provided with working conditions considering their family responsibilities in raising children and taking care of them
- These rights belong to all employees without any restrictions, direct or indirect discrimination based on sex, marital and family status, race, color, language, age, adverse health condition or disability, faith and religion, political opinion, trade union activity, national or social origin, belonging to a nationality or ethnic group, property, gender or other status

Customer relations:

- We and our families are supported by the customer's business.
- Customers are our priority; we strive to fulfill his expectations
- We apply fairness, courtesy and friendliness in all communications
- We deliver what we promise
- We do not accept gifts, services or other benefits that influence our decision-making

Main principles:

- Quality production is the only thing that supports us all
- We work as if we are working for ourselves, our customers and colleagues will appreciate it.
- I am willing to go the extra-mile if needed
- I work in accordance with laws, regulations and internal standards of the company
- I protect the company's property and ensure its purposeful use
- I am aware that activities that harm the company harm us all

Communication:

- I respect my colleagues, I always communicate with them in such a way to help solve specific situations for the benefit of the entire team.
- I will never attack, bully or abuse my colleagues.
- I support open communication
- I know that listening is as important in communication as expressing my own opinion.
- I do not allow myself to behave contrary to the rules of ethical behavior at the workplace
- I'm not afraid to admit my mistake - admitting a mistake always saves lot of energy in searching for its cause.
- I willingly share information and my experience with colleagues
- I will not intentionally mislead my colleagues

Conflict of interests:

- Employees may not engage in activities that represent a conflict of interest
- Employees are obliged to inform their employer about the fact that one their family members is an employee, owner, or the manager of a company with similar activity.

Supplier - customer relations:

- professional, fair and respectful supplier - customer relations are extremely important for the further development of the company
- these relations must function without any discrimination or favoring of any party.
- these relationships are based on the fulfillment of pre-agreed contractual terms
- information related to supplier-customer relations shall not be provided to third parties, it is considered a trade secret and is therefore protected and the publication of such information is sanctioned

Environment:

- the company places special emphasis on the protection of the environment through its behavior and support of activities aimed at its protection
- at work we keep in mind the protection of nature and its preservation for future generations

General principles:

- every employee is obliged to report the unethical behavior of another employee to his direct superior, who will decide on the next procedure for solving the problem
- the code of ethics applies without distinction to all employees of the company
- all employees are obliged to comply with ethical principles and in case of their violation, they will face the consequences of their behavior
- in case of any ambiguities regarding the code of ethics, every employee has the right to request an explanation from the company manager

In Myjava, on January 15, 2023