



DOPLA PAP



CODE OF CONDUCT DOPLA PAP

- This Code sets out the specific values and principles pursued by DOPLA PAP a.s. worldwide. Each and every employee is personally responsible for his or her proper conduct respecting the values of the Code. Under no circumstances may such responsibility be shifted to a third party. We accept the commitment to act fairly in all situations.
- The business of DOPLA PAP, a.s. is conducted honestly, transparently and responsibly. We comply with laws governing our operations and vow never to breach them.
- The company strives to build relationships with its customers, suppliers and business partners based on **equality, mutual benefit and transparency of relationships** with clearly defined obligations and responsibilities of all parties involved. We fully comply with all competition and anti-trust laws.
- All employees of the company **are required to respect applicable laws of the Czech Republic** and act in accordance with generally accepted moral principles.
- All employees of the Company, especially members of marketing, sales and procurement departments or those who are in regular contact with competitors, are mandated to familiarize themselves with all applicable competition laws.
- We insist on honesty and value the company's assets and property. We condemn any form of bribery and corruption. Employees must **adhere to the principles of anti-corruption conduct and behavior**, in particular to refrain from offering, giving or accepting bribes in any form, accepting unreasonable gifts from business partners, even prospective, except for advertising and promotional items.
- We support diversity and respect the dignity of our colleagues. DOPLA PAP a.s. respects the dignity, privacy and personal rights of every employee and is committed to keep discrimination or harassment away from our workplaces. Therefore, employees must not discriminate against others on the basis of their origin, nationality, religion, race, gender, age or sexual orientation, or engage in any type of verbal or physical harassment based on any of the above or similar reasons. While respecting cultural differences, we apply the principle that **employees should be hired on the basis of their abilities**, not race, gender, sexual orientation, relationship, personal characteristics or opinion.
- When hiring, we always apply the **strict equality and non-discrimination policy** (age, gender, race, marital status, family relations, disability, etc.).
- **We do not physically or psychologically** punish our employees and will refuse cooperation with partners who use such practices.
- **Wages and social benefits** offered to our employees **are in accordance with the laws of the Czech Republic**. No employees will be required to work in breach of Czech laws.
- **We do not use child labor** (i.e. persons below 15 years of age).

- **We comply with Czech occupational safety regulations.**
- **We do not use forced labor**
- We are aware of our responsibility to **protect the environment** when conducting our business activities. Our environmental policies are specified in our Environmental Policy, which, together with this Code, is part of our Integrated Management System (IMS).
- Employees will report any practices or conduct they feel is contrary to the principles introduced by this Code. Complaints may be submitted confidentially and anonymously through the NNTB platform <https://www.upozorneni.nntb.cz/> used for this very purpose. All complaints will be properly investigated. DOPLA PAP a.s. will not tolerate any retaliation against any employee who has reported an incident in good faith, and will protect the rights of the person concerned.

1 December 2022



Ing. Stanislav Karas
Member of the Board of Directors