

# CODE OF ETHICS

We should all take responsibility for our actions and act in the spirit of the rules of ethics. It is not realistic for the Code of Ethics to anticipate every ethical situation an employee will encounter.

The Code is an ethical superstructure beyond the scope of the Labor Code, work regulations, or other internal binding regulations. It includes points and recommendations that represent the moral principles of our company's employees and helps us in our daily work life.



**Ing. Viliam Sič, Ph.D.**  
Managing Director

## STRATEGY

- ✓ We always produce with high quality and on time
- ✓ We are expanding our services and improving our processes
- ✓ We are improving, constantly and regularly educating ourselves
- ✓ We think positively, we like to do our work, expertly and professionally

## TARGET

- Customer: Our goal is a satisfied customer who likes to come back to us and continues to recommend our services.
- Employee: Our goal is a motivated, self-confident, independent and responsible employee.

## VALUES

- ✓ Decency
- ✓ Confidence
- ✓ Responsibility
- ✓ Mutual respect
- ✓ Honesty
- ✓ Positive thinking
- ✓ Active approach

## SOCIAL RESPONSIBILITY

- ✓ We approach the environment and natural resources responsibly.
- ✓ We maintain fair business relations with our customers, suppliers and service providers.
- ✓ We take care of employees, their health, safety and education.
- ✓ We fulfill our obligations to the state, city and place of our business.

## WE PUT THE CUSTOMER FIRST

- ✓ The customer's needs have the highest priority in fulfilling the company's strategy.
- ✓ The customer is the center of our attention and our efforts.
- ✓ We build long-term relationships with customers based on trust and partnership.
- ✓ We understand that the customer is also a member of the team and has his own requirements.
- ✓ We can handle even demanding customers, every customer helps us to improve.
- ✓ We act professionally.
- ✓ We are looking for procedures, methods and ways to meet the requirements of our customers in the best possible way, in the highest quality and on the agreed date.
- ✓ We protect the privacy of our customers, we handle their personal data in accordance with the law.
- ✓ There are no small customers.

## WE CARE ABOUT RELATIONS WITHIN THE COMPANY AND WE ARE LOYAL

- ✓ We are loyal to the company and to each other.
- ✓ We do not criticize the company in public and we are happy to share the company's successes.
- ✓ We do not share sensitive information, we maintain company secrets.
- ✓ We are responsible for what we do, we are not ashamed to look behind us.
- ✓ We respect each other and appreciate everyone's good work.
- ✓ We are united and we lead by example.
- ✓ We will not refuse help to a colleague.

# CODE OF ETHICS

Our common goal is for DEGA CZ s.r.o. to fulfill the established strategy to the maximum extent possible, prosper and fulfill the principles of honest business. The code sets out our basic expectations in relation to employees and between employees, as well as to those with whom we do business, including our business partners.

The Code applies throughout DEGA CZ s.r.o. and is binding for all employees, regardless of the type of employment contract.

The Code represents DEGA CZ s.r.o.'s commitment to doing business honestly and fulfilling the company's goals.



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Managing Director

## WE MANAGE THE COMPANY'S PROPERTY ECONOMICALLY

- ✓ Property and services owned by DEGA are used exclusively to support the performance of our work duties and for the benefit of our company.
- ✓ We act in the best interests of DEGA and do not use property (tangible or intangible), information or our own positions in the company for personal enrichment.
- ✓ We take care and protect all company property and equipment, we act like a good steward.
- ✓ We do not tolerate any waste and indifference to potential damage.

## WE HAVE ACTIVE ACCESS

- ✓ We actively solve the assigned tasks, we bring things to an end.
- ✓ We meet deadlines with the required quality.
- ✓ We are innovative and offer the best solutions.
- ✓ We are responsible for our decisions.
- ✓ We achieve great goals by working as a team.
- ✓ We are constantly educating ourselves and improving our processes.

## WE DEAL FAIRLY WITH BUSINESS PARTNERS

- ✓ We deal with business partners according to ethical standards and comply with relevant legal regulations.
- ✓ We avoid all situations where there could be a conflict of personal and business interests.
- ✓ We will refuse any action, the consequence of which could jeopardize our impartiality in making decisions about the affairs of our customers or suppliers so as not to jeopardize the good reputation and credibility of the company.
- ✓ We do not tolerate illegal or dishonest means such as accepting and giving bribes or other payments in order to support business interests of the company.
- ✓ We do not use the benefits resulting from the work position nor the information obtained during the performance of work for personal benefit or the benefit of other persons, and we do not influence any person or institution by abusing the work position.
- ✓ We do not accept or require gifts or favors that could affect our impartiality or act against the interests of our company.
- ✓ In case of uncertainty, we will ask our superior.