

# **ODLEWNIA ŻELIWA LISIE KĄTY**

## ***Sławomir i Bogusław Mioduszewscy spółka jawna***



Lisie Kąty 7  
86-302 Grudziądz 4  
NIP PL 876-10-09-243  
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### **WORKPLACE PROCEDURES IN**

### **ODLEWNIA ŻELIWA LISIE KĄTY S. I B. MIODUSZEWSKY SP. J.**

### **(version 3, actualized)**

#### **I. Introduction**

Odlewnia Żeliwa Lisie Kąty S. i. B. Mioduszewscy Sp. J. general partnership makes every effort to be recognized as a responsible employer and a reliable partner.

All our activities - purchasing, production and sale of our products - are carried out with respect and consideration for human rights, human health and safety, and respect for the natural environment.

We constantly strive to improve our activities, taking care of the natural environment as a priority issue underlying all our activities. It is the responsibility of management and employees to ensure that actions are in accordance with the adopted workplace procedures. In the event of non-compliance, employees are encouraged and expected to report them to appropriate company representatives, while ensuring discretion, no retaliation or other negative consequences.

#### **II. Requirements in the workplace**

These workplace procedures apply to all workstations, and we also require our partners to comply with them.

#### **III. General requirements**

##### **1. Law and regulations**

All organizational units of Lisie Kąty Foundry and subcontractors must operate in full compliance with the applicable laws and regulations applicable to their activities and employment of their employees. This is the minimum requirement for all sections of this Code of Conduct.

##### **2. Suppliers and subcontractors**

Suppliers and subcontractors must agree to abide by this Code of Conduct. If suppliers use subcontractors to manufacture products or provide services to Lisie Kąty Foundry, it is the supplier's responsibility to require that his subcontractor complies with the provisions of this Code of Conduct.

Upon request, the supplier must be able to inform Foundry Lisie Kąty about its subcontractors and carry out an assessment of compliance with these requirements for itself and its subcontractors.

#### **IV. Detailed requirements**

##### **1. Child labour**

Child labor is not permitted in any form. No person under the age of 15 or under the age of compulsory education will be employed unless local law provides for a higher age limit. In the case of minors admitted to work, the management board is responsible for providing them with working conditions, working hours and remuneration appropriate to their age and in accordance with the applicable **minimum** legal requirements.

##### **2. Forced labour**

Forced labor is not permitted in any form. It includes work performed by prisoners (if forced to do so), slave labor and other forms of work performed against the will and choice of the person concerned.

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### 3. Occupational Health and Safety

All employees must have a safe and healthy working environment. The employer should take appropriate measures to prevent accidents at work or occupational diseases. Certain People are employed whose task is to ensure compliance of work with regulations.

### 4. Prohibition of discrimination

We recognize and respect cultural differences. All employees must be treated in accordance with their abilities and qualifications in all employment decisions (promotion, salary, social benefits, training, dismissal or termination of employment).

### 5. Persecution and abuse

No employee will be harassed or exploited. The earned remuneration will not be reduced by a fine or penalty resulting from any disciplinary practices, unless they are governed by a collective employment contract, work regulations or recognized by law.

### 6. Possibility of anonymous reporting of irregularities and prohibition of retaliation

Each employee may anonymously report any irregularities to the e-mail address: skargi.pracownicy@lisiekaty.pl, which is communicated to employees on the notice board. The Owners do not consent to retaliation against persons reporting irregularities. Both inside and outside the company.

### 7. Anti-bribery, financial responsibility, money laundering

All financial and accounting records are kept in accordance with the law and with due diligence. All payments and cash flows are made in accordance with applicable regulations. There is no consent from Owners for situations that would allow for taking profits in return for the payment of bribes. The management condemns such behavior. Any reports of such situations will be carefully investigated and punished. Activities allowing money laundering have not been and will not be enabled.

### 8. Counteracting unfair competition and cartel collusion

There is no consent of the Owners to conduct unfair competition against competitive entities or to price tests that harm the free market and are unfair to customers.

### 9. Gifts, presents, benefits

You may not accept gifts or thank-yous in any form with a value exceeding PLN 200 or EUR 50. If there is any doubt as to the value of the gift, you may not accept it. Any acceptance of a gift or thank-yous may only be related to the company's representative form and may not make the performed activities dependent. For example, when visiting a subcontractor, you may accept a company mug as a thank-yous for the cooperation, but you may not accept a telephone as a condition for establishing cooperation. The above rules apply to both material and non-material things (e.g. entry to a ticketed sports event or trip).

### 10. Sponsorship Procedure

Any sponsorship that is implemented by a company cannot make the recipient's response dependent on this assistance. It must be neutral and cannot condition anything.

### 11. Working hours

We recognize the need for a reasonable balance between work and leisure for all employees.

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Except in exceptional circumstances, employees will not be obliged under the work regulations to work more than 48 hours a week or a total work week of more than 60 hours (including overtime). Except in exceptional circumstances, all employees will be entitled to at least one day off in any seven-day period.

### 12. Remuneration

Employees' wages, including overtime and benefits, will be equal to or higher than required by applicable law.

### 13. Ethical recruitment

Recruitment for work is based on clear rules and requirements. Announcements of willingness to hire an employee are public. The level of fulfillment of requirements determines the selection of a specific candidate and employment.

### 14. Freedom of association, collective agreement, collective negotiations

All employees have the right to found, become a member or refrain from acting in organizations representing their interests as employees. No employee should be bullied or harassed for exercising his rights to freedom of association under applicable law. Employees have the right to apply for collective bargaining in accordance with applicable law

15. Compliance with environmental protection requirements in the scope of: greenhouse gas emissions, energy efficiency, renewable energy, decarbonisation, water quality and water management, responsible chemicals management, sustainable resource management, waste reduction, reuse and recycling, animal welfare, biodiversity, land use and deforestation, soil quality, noise emissions. Environmental matters are one of the main issues for Lisie Kąty Foundry. We apply all activities aimed at minimizing the impact of production on the environment. All suppliers and subcontractors must act in full compliance with applicable environmental law. For this purpose, the Environmental Management System was implemented, compliant with the requirements of ISO 14001, which covers all the aspects included in the point.

### 16. Minority rights of indigenous peoples

There are no indigenous minorities in the area where the foundry is located. All rights and obligations set out in this document, if any, will apply to her to the same extent as other persons.

### 17. Rights to land, forest, water and forced evictions

Odlewnia Żeliwa Lisie Kąty S. and B. Mioduszewscy accepts the right to land, forest and water and assures that it has not, does not and will not take part in forced evictions.

### 18. Women's rights

All women's rights are respected. Gender does not matter when making decisions or hiring. Any special rights, such as differences in the value of the permitted load, are respected.

### 19. Diversity, equality and inclusion

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Employees are assessed only on the basis of the work they perform. Their diversity or inclusiveness does not matter. People with disabilities are treated equally to other employees. Everyone is treated equally, in accordance with the regulations.

### 20. Use of private or public security forces

No private or public security forces are employed or used for any purpose.

### 21. Protection and security of data, intellectual property and disclosure of information

All data and confidential data of both the company and customers are prohibited from publication, transfer or disclosure without consent. It is prohibited to present the plant's property and customers in photos or videos, as well as to record this data privately. Data is protected against unauthorized access from outside.

### 22. Preventing the use or production of counterfeits

Products manufactured in the foundry are generally based on the client's intellectual property. There is no consent of the Owners to use intellectual property for which no consent has been obtained from customers, or to produce goods that clearly infringe the intellectual property of third parties.

### 23. Compliance with export restrictions and economic sanctions

The owners recommend complying with all economic sanctions and export restrictions when purchasing and selling and, according to knowledge and possibilities, check whether such sanctions are respected in the supply chain.

## **V. Monitoring and Compliance**

The Board is responsible for implementing and informing employees of their rights, obligations and responsibilities under this Code of Conduct. The Board is also responsible for maintaining appropriate documentation to demonstrate compliance with the Code.

Signed and recommended to be followed by:

Sławomir Mioduszewski – Owner  
21.11.2024

Bogusław Mioduszewski – Owner  
21.11.2024