	Ethical Conduct Policy	<b>Identifier:</b>
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## Ethical Conduct Policy

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## 1. SUBJECT

The ethical rules mentioned in this document are based on aspects necessary for a sustainable and viable environment in the long term. Such an environment consists of internal and external components, typically at levels such as producer/customer or retailer/customer. Regardless of the levels, all are equal and thus call themselves partners. IBG builds upon this equality and adheres to the rules mentioned in this document, which apply to anyone and between anyone.

## 2. RULES OF ETHICAL CONDUCT

The following rules of ethical conduct are reflected in our daily lives. At the same time, we comply with the rules and regulations of our partners and statutory bodies, which we hold in high regard. Only together can we create a coherent, responsible and safe environment.

Our rules are general and yet we believe they describe everything and there is no need to add more words, which we prefer to save for strengthening and enriching our relationships:


1. Equality
  - a. Freedom of expression
  - b. Openness
  - c. Simplicity
2. Leading by example
  - a. Respect
  - b. Accountability
  - c. Reliability
3. Mutual cooperation
  - a. Dialogue
  - b. Confidentiality - information, personal data and intellectual property
  - c. Protection - reputation, rights of collaborators

We know how challenging it can be to maintain the environment within a single company, let alone an entire planet. We won't find a more suitable planet, so we try to minimize our impact on the environment by complying with all necessary Czech and European standards (e.g. ISO 14001). The areas we try to optimize concerning the environment include chemicals handling, waste management, air protection and others.

## 3. FORBIDDEN CONDUCT

IBG does not approve of the following activities:

- Inappropriate behaviour
  - Harassment
  - Oppression
  - Discrimination
  - Violence
- Influencing contracts and competitions
  - Fraud - e.g. incorrect invoicing
  - Corruption and bribery
  - Conflict of interest
  - Extortion

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#### 4. NON-COMPLIANCE WITH RULES

Violations of the Code of Conduct create disharmony in the company that is corrected as soon as possible. The approach to remediation depends on the magnitude of the misconduct:

- Small - can be addressed on the spot by mutual discussion and correction.
- Medium - can be addressed on the spot, preferably with supervised and directed discussion with a disinterested person.
- Major (with awareness of the responsible person) - is dealt with on the spot with longer-term consequences.
- Illegal (with the responsible person present) - is dealt with immediately and longer term with the relevant government authorities.

The solution then also depends on the environment from which the non-compliance is coming:

- Internal
- External

#### 5. PARTNERS

When working together, the values of the individual companies are connected. IBG, therefore, expects its partners to comply with this code of ethics. IBG is only able to check these rules partially from its own experience. In the event of gross non-compliance with these rules within the partner companies, IBG asks to be contacted with more information to be able to address the non-compliance responsibly and to draw further steps within the cooperation.

#### 6. RESPONSIBLE PERSON

The responsible person to contact in the event of non-compliance is the Administrative Director. The responsible person also decides on any consequences of non-compliance.

#### 7. FINAL PROVISION

The IBG is committed to complying with the ethical rules. Likewise, each associate or partner acknowledges these rules and freely chooses to abide by them, helping us to create a more dignified and connected environment.

#### 8. RELEVANT DOCUMENTS

- Human Rights and Working Conditions Policy
- Supplier Relationship Management Policy
- Complaint Procedure