

CODE  
OF  
CONTACT



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## **1. HUMAN RIGHTS**

We are committed to the protection of human rights as determined by the relative national and international contracts. No illegal, different or preferential treatment, harassment or humiliation of employees is tolerated. No injustice or discrimination is allowed on the basis of race, caste, national origin, gender, religion, political affiliation or sexual orientation.

## **2. JUST WORKING CONDITIONS**

Employees are offered legal wages and just working conditions as required by law. Every form of forced labor and child labor is rejected as well as any impediment of employees' interests and rights.

## **3. CONFLICT OF INTEREST**

Management of the company and employees operate always with the aim of protecting the company's interests. Employees must avoid any action which may be in conflict of interest with the company. In the case that the employee becomes aware of such a conflict of interest he /she must immediately make this fact known to the head of the departments and him/her in turn to management.

## **4. PROFESSIONAL ACTIVITY OUTSIDE THE COMPANY**

No extra-company professional activity is allowed which will limit the productivity of employee or will conflict with company interests. To participate in an activity outside the company which will be compensated, written permission is required from the relevant management.

## **5. PRIVILEGED INFORMATION**

Any information which is not publicized by management is considered privileged information. Such information concerns commercial, invoicing, salary and wages policy and all non publicized information which is related to the objectives and plans of the company. Employees must protect and refrain from announcing such information and should they be involved in any information leak they must immediately inform relevant persons in the company.

## **6. WORK SAFETY, HEALTH, AND PROTECTION OF ENVIRONMENT AND HEALTH**

Protection of employees' life is the obvious first priority for the company. Every employee has the obligation in the work area to avoid anything dangerous for mankind and to limit environmental damage and to manage available resources with economy. During production of products, company adheres strictly to criteria of compliance and the avoidance of environmental dangers.

## **7. PROTECTION OF ASSETS**

The company demands of every employee to protect its material and non material company assets. These include real estate, means of production, credits, cash, office equipment, information systems, software as well as the trademark rights. Fraud, theft, embezzlement and money laundering will be prosecuted.

Facilities and equipment in their entirety may be used only for work purposes if there is no written permission for private use. Great caution must be taken when using the internet so that inappropriate content is not received or read.

## **8. COMPANY INFORMATION/ KNOWLEDGE ACQUIRED WITHIN THE COMPANY**

The use of internal company information is prohibited for personal use or to be submitted to third parties.

## **9. GIFTS AND DONATIONS**

Any offer, inducement or acceptance of gifts or donations in cash or any other form which is related to the performance of duty is prohibited. The acceptance of non monetary gift of small value in the context of usual commercial practice is allowed. Donations on behalf of the company are allowed only when they comply with the law and are completely transparent.

## **10. SUPPLIER SELECTION**

The company studies all offers of suppliers in a just and impartial manner. The evaluation, undertaking and fulfillment of orders must be performed strictly with objective and professional criteria and with transparent procedures. The illicit preference of a certain supplier or the obstruction or non-inclusion of other suppliers is generally prohibited.

In the selection of collaborators (suppliers, customers) the company demands adherence to the company principles by them. The violation of these principles by a collaborator (supplier/customer) of the company may lead to the termination of business relationship between them.

## **11. COMPLIANCE AND VIOLATION OF MORAL CODE**

Compliance with the present code of conduct is obligatory. Department Managers and Directors are held responsible to inform employees and to ensure their understanding thereof. All employees must be familiar with its contents and are liable for the implementation of its principles. Whenever it is necessary clarification will be provided in order to ensure complete understanding of the rules and principles established in the code.

## **12. VIOLATION**

Should an employee violate the code it is possible that he/she undergoes/suffers disciplinary consequences which may include the termination of the employee providing that the relevant laws are upheld. In the case that the current law prohibits this, the employee will be referred to civil criminal law.

## **13. COMPLAINTS OF VIOLATIONS**

Employees who wish to file a complaint regarding a matter which they believe violate the principles of moral code of conduct may make this matter known to the department head who will then notify management.

## **14. COLLABORATORS VIEWS AND OPINIONS**

We would like to remind all our collaborators that our era is characterized by a rapidly changing environment. The sooner we adjust to this, the sooner we will be able to contribute to progress and be more successful in our efforts. In this context collaborator views and opinions are welcome and constructive.