

CODE OF ETHICS

Introduction

At the company Aluminium Kety Emmi d.o.o., we are aware of the responsibility we have towards our employees, customers, environment and other stakeholders. Morality and ethics are important virtues of our business, and the Code of Ethics was drawn up in accordance with our vision and values. The defined rules of conduct and business ethics apply to all employees in our company.

Vision

Our goal is to become a European centre of excellence for comprehensive technological solutions for aluminium components.

Value and general competences

Responsiveness

Compliance with and implementation of the set deadlines, agreements or promises. Identifying the wishes and needs of our customers and delivering benefits and solutions. Self-initiative search for solutions and taking action to achieve objectives and even better results. Giving timely feedback. Readiness for change.

Professionalism

To have general and specific skills and experiences to implement duties and tasks in accordance with the regulations and rules of the industry. Keeping up with trends and being open to new developments. Continuous learning and transfer of new findings to work practice.

Personal growth

Recognising one's own abilities (advantages, weaknesses), interests and potentials and constantly striving (acting) towards success and personal and professional development.

Responsible attitude towards resources

Respectful attitude towards co-workers and business partners. Diligent and economical management of material, hardware, tools and other fixed assets. Responsible attitude towards financial resources – thoughtful and rational management of sources of financing, costs, stocks, investments, etc. Conscientious attitude towards nature and efficient energy consumption. Ethical and honest conduct.

Cooperation

Openness and honesty in mutual communication and behaviour. Active networking with others to achieve common objectives. Readiness to share one's knowledge with others. Self-motivation and motivation of colleagues to jointly resolve challenges.

Affiliation

Affiliated co-workers identify themselves with the company in good times and in bad times, they take full responsibility for their work, results and mutual relations, they work off-hours and beyond the specified tasks and duties, if required, they make sure they find replacement when absent, and participate at social events organised by the company.

Relationships within the company

Mutual respect and partnership

All employees are responsible for the company. With our conduct we build organisational culture and positive company image. When we speak about the company, we use appropriate language, we are responsible for what is said in public debates and posted on social networks.

Our interpersonal relationships are based on mutual respect, trust, honesty and integrity. We respect emotions and dignity of others. In our work and conduct we are guided by the principles of equality with regard to age, gender, sexual orientation, race, origin and religion. Any kind of discrimination, harassment, mobbing and other forms of violence at work are forbidden. All forms of forced labour are forbidden. The company ensure a working environment in which employees will be protected against discrimination, maltreatment and harassment.

We provide our employees with appropriate working conditions, take care of their safety and health at work. All employees must observe the rules and procedures that apply at work place, and observe the regulations in the area of occupational safety and health (among others, also consistent use of personal protective equipment). Work under the influence of alcohol, drugs and other illegal substances is forbidden.

We respect the right to establish trade unions and the right to conclude collective agreements, we respect free time and the right to rest periods of our employees.

We respect the right of our employees to privacy. We carefully protect all personal data collected by the company to enforce the rights and obligations arising from the employment relationship. Workers may at any time access their personal data, submit a request to have these corrected in case of any fault or demand to have their personal data, which was collected on the basis of a consent, erased (withdrawal of consent).

All employees must protect all personal information which comes to their knowledge in the course of the performance of their work. It is forbidden to abuse information to obtain own benefits or benefits of any third person.

Employee development

In order to achieve business objectives, we constantly invest in the development of our employees. The newly employed workers and those who have changed their jobs to a substantially different workplace are provided with mentoring, all employees are also encouraged to attend internal and external training course according to the needs of the work process.

On the basis of individual abilities, achievements and performed work, all employees have equal pay, bonus, development and promotion opportunities. The expectations towards employees and promotion criteria are clearly defined.

Employees carry out their tasks diligently and responsibly. We make the most out of every opportunity to improve our competences. We use the acquired skills, abilities and knowledge to raise the quality of our work and thereby contribute to the development of the whole company.

Conflict of interests

We avoid all situations that might result in conflicts of interests of the company, which is why we notify the employer, if:

- we are in any way connected to clients, business partners and other entities that cooperate with the company;
- we are in any way connected to the company competitors.

During working hours, we do not handle private tasks, likewise, work equipment, internet and e-mail is not used for private purposes.

Attitude towards buyers, suppliers and other business partners

Our actions and decisions are always compliant with the applicable laws. We attempt to make sure that our relationships with clients are based on professionalism and mutual trust, and that decisions on cooperation are built on facts. We respect honest business practices. We disseminate only reliable and true information about our products and services.

We respect intellectual property of our clients and business partners, and ensure security of the personal data we process. We do not cooperate with business partners that breach the values of our company.

We support honest and open competition. We do not prevent other business operators from entering the market and we also do not use prohibited advertising practices. We treat all existing and potential business partners equally and fairly.

To prevent corruption the company maintains a reliable, transparent and legally compatible accounting system.

Employees may in official circumstances accept or give gifts of small value, but they are required to notify the line manager thereof. It is forbidden to receive or give a gift, which might impact the objectivity of relationships with a business partner.

We are aware that we must constantly strive towards development and improvements, which is why we observe good practices from our business environment and also try to be an example to others with our behaviour.

Attitude towards the natural environment

We are aware of our responsibility to the natural environment. We respect regulations in the area of environmental protection, and we attempt to resolve the causes for possible negative influences on the environment in the shortest time possible.

We act in a transparent manner. The annual environmental report contains the environmental impact assessment as well as the information on the scope and method of implementation of legal requirements. We carry out the measurements of possible harmful impacts on the environment and observe the results obtained in further decision-making and operating procedures.

Our objective is an efficient use of resources and reduction of emissions, we encourage employees to separate waste and we raise their awareness about the relevance of care for the environment on periodic training courses.

Attitude towards the social environment

We strive towards the development of the local community. With constant investments and company development we create new work places. With sponsorships and donations, we support the social, cultural and educational activities carried out in our local community. We encourage young people to engage in sports and help them develop cooperation and team spirit values.

We cooperate with various educational institutions: we provide young people with company scholarships, compulsory placements, possibility of preparing seminar papers and diploma theses, apprenticeships, coaching.

With local public services we maintain transparent relations without corruption and inappropriate pressures.

Validity and implementation of the Code

The Code of Ethics enters into force on the day it is signed by legal representatives. The Code is available in electronic form to all employees, business partners and all relevant stakeholders. Each employee must be familiar with the Code of Ethics and also observe its provisions.

Any suspected infringement of the Code of Ethics must be communicated to the director of the general sector, who will order an inquiry and impose a disciplinary action in accordance with due authorisations.

Slovenska Bistrica, 4 April 2019



Directors:

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