



NATANEX
LOGISTICS POLAND

Code of Conduct employees and partners Natanex Logistics Poland Sp. z o.o.

Introduction

Code of Conduct NATANEX LOGISTICS POLAND Sp. z o.o. defines expectations for staff, board members, suppliers and partners.

It was created to clarify the rules by which the activity is carried out - observing the law, avoiding conflicts of interest, achieving their objectives in a proper manner, treating honestly and respectfully diverse group of employees and ensuring a healthy and safe working environment.

The Code of Conduct is the primary means of obliging us to comply with professional ethics and the principles of sustainable development.

Explains many of the basic assumptions about our company and the personal responsibility of each of us to act in accordance with the values recognized by NATANEX LOGISTICS POLAND Sp. z o.o.

Our business objectives is achieved in an ethical manner and in full compliance with all applicable laws. What we expect from our employees, partners and suppliers.

Ethics

Fulfill its social responsibilities held by activities honestly, maintaining broad ethical principles. Company NATANEX LOGISTICS POLAND Sp. z o.o. bases its activities on the basis of:

Honesty in business

We do not practice and do not tolerate any forms of corruption, fraud and extortion. We do not pass and do not accept any material benefits in business relationships. We know that decency and strict adherence to business rules pays off.

Fair competition

All activities are carried out fully the principles of fair competition and respect the applicable antitrust laws. We know the law governing competition rules and obey them to become a natural desire of entrepreneurs to achieve the same economic purpose in a single market.

Dialogue and understanding

We listen to our employees and contractors, we enable the reporting of problems and always treat them seriously with an appropriate confidentiality.

All submissions consider confidential and take appropriate remedial action.

Privacy and Intellectual Property

We ensure the confidentiality, integrity and availability of information. Protection and use of personal data in an appropriate way due to the specifics of our company and is enforced at every step.

To achieve an appropriate level of information security, we implement a number of procedures and advanced technical systems and solutions. We assure the protection of privacy and intellectual property of our employees, partners and contractors.

Labor standards

Employees are the backbone of any company. Respect for all human rights and treatment with respect and dignity is the foundation of the company.

Prohibition of child labor

We are aware that the next steps in human life also define the scope of the opportunities of participation in the labor market. Thus, we do not employ people whose age does not exceed the minimum age for admission to employment, in accordance with established law.

Non-discrimination

All employees in the company are treated equally, on an equal footing. We do not favor and do not exclude anyone from ethnic or racial motives. No one is unjustly harmed by gender, age, appearance, color, nationality, sexual orientation or religion.

Voluntarily employment

Our employees carry out their work freely and willingly. I do not derive benefit from any form of forced labor, slavery or forced labor of prisoners.

Driving time and rest periods

Maximum daily and fortnightly driving times as well as daily and weekly minimum rest periods for all drivers of NATANEX LOGISTICS POLAND are regulated in accordance with the EU rules (Regulation (EC) 561/2006).

These rules establish that:

- Daily driving period shall not exceed 9 hours, with an exemption of twice a week when it can be extended to 10 hours.
- Total weekly driving time may not exceed 56 hours and the total fortnightly driving time may not exceed 90 hours.
- Daily rest period shall be at least 11 hours, with an exception of going down to 9 hours maximum three times a week. Daily rest can be split into 3 hours rest followed by 9 hour rest to make a total of 12 hours daily rest
- Weekly rest is 45 continuous hours, which can be reduced every second week to 24 hours.
- Breaks of at least 45 minutes (separable into 15 minutes followed by 30 minutes) should be taken after 4 ½ hours at the latest.
- The compliance with these provisions is subjected to continuous monitoring and controls, which are carried out on the real-time basis by transport operators and after the driver returns from the flight via checking tachograph.
- Where national laws regulate provision on driving times, breaks and rest periods differently – the higher standards may apply.

Freedom of association

Do not deny workers the freedom of association, to join trade unions, works councils or participate in collective bargaining.

We are committed to constructive dialogue with employees and never operate to the disadvantage of people involved in employee representation.

Health and safety at work, environmental protection

Protecting the environment is an issue that concerns us all, because as a company we are not indifferent to the surrounding world, guided by the good nature of the response. We guarantee our employees with a safe and healthy working environment, paying particular attention to:

Regulations

We comply with the existing legislation on health and the environment and safety at work. Obtain and update all necessary permits, licenses or registrations.

Emergency situations, information on hazards

We provide safety information on identified hazards in the workplace. Employees are trained to provide them with adequate protection. Identify and assess the likely and potential emergency situations, implement contingency plans and response procedures.

Security services

Implemented by us services are based on specific procedures and instructions. We try to anticipate problem situations to random failures do not suspended business continuity.

Health and Safety

Protect employees from the dangers physical, chemical and biological and physically aggravating activities in the workplace. We manage risk factors to reduce the number of accidents, ensure compliance and improve performance.

Waste and emissions

We use systems to ensure safe handling of waste, air emissions and wastewater. We care about recycling and re-use of materials.

Manage and control the actions that can have a negative impact on the environment.

Protection of natural resources and climate

Economic use of natural resources such as water, energy and raw materials. We develop friendly processes for nature and continuously modify the current to minimize the energy consumption and greenhouse gas emissions.

Quality and Management Systems

Implementation of appropriate management systems facilitate compliance and issues identified in this Code of Conduct.

The quality requirements of services

We use the highest standards of service consistently satisfying the expectations of customers. We provide services in accordance with the indicators included in the contract. Quality of work also applies to relationships with employees, suppliers and partners.

Continuous improvement

We care about continuous improvement of quality of service. We observe changes in the market, adjusting the level of service to meet the growing requirements of the customer and absorbing new technologies.

Regulations and legal requirements

We comply with applicable regulations, laws and contracts, as well as generally recognized standards.

Documentation

Confirmation of accepted principles in the Code is generated documentation, reflecting the company applied the policy of sustainable development. The documentation provides an overview of NATANEX LOGISTICS POLAND respected by which the contractor should fully accept and agree with them before taking co-operation.

Risk Management

We develop risk management systems consisting of identifying and assessing risks at an early stage and sources, causing the irregularities and initiate targeted countermeasures. We apply preventive measures, with constant monitoring of their results.

These mechanisms are designed to manage risk in all areas identified in this Code.

Training and competence

To our employees and partners we enable participation in training courses that allow you to gain the necessary expertise to understand and consistent implementation issues identified in the Code and applicable regulations, laws and generally accepted standards.