

CODE OF ETHICS

AŽD Praha s.r.o.

effective from Jan 1, 2025

INTRODUCTORY WORD BY THE GENERAL DIRECTOR

Since 1954, when AŽD was founded, the main credo of our company has been to ensure the safety of operation on railways and roads. AŽD is fully aware that its activities do not only affect the lives of its more than 1700 employees, but above all the lives of passengers both in the Czech Republic and in other major emerging countries. Personally, I see this fact as a privilege, which is, however, accompanied by an immense responsibility towards our customers. The long-lasting trust of our customers is the motto that encourages us to continuously improve the quality of our products and services, as well as to implement the latest technical trends and to employ only the most qualified professionals – it means you, our employees.

Since we have been building AŽD's reputation together for over 70 years, the results of our work should not be spoiled by the changing environment in which we do business, nor by its ever-increasing demands for changes in the quality of our behaviour. That is why we are adopting a Code of Ethics that will serve as a daily guide when we are in doubt whether the course of action, we intend to take, is the right one at a given time.

Declaring our values, promoting the right course of action and clearly rejecting unethical behaviour will help us maintain our personal and social integrity. Adhering to the Code of Ethics is therefore not only our duty but also our privilege. Only in this way can we be a modern, strong and responsible society that benefits those around us.

Ing. Zdeněk Chrdle, MBA
CEO and General Director AŽD Praha s.r.o.

AŽD CODE OF ETICS

What is the Code of Ethics?

The AŽD Code of Ethics is one of the basic documents of the company. It is a set of moral and social rules and principles of AŽD. At the same time, it establishes the principles of professional behaviour of employees in the exercise of rights and obligations arising from their employment relationship with AŽD.

What's the sense of it?

The sense of the Code of Ethics is to convey the above-mentioned facts to employees in a comprehensible manner and thus provide them with a certain overview of the basic rules of conduct inside and outside the company in cases which are not covered by general legal or internal regulations, but which must be insisted upon. Actions contrary to the Code of Ethics must be perceived as actions against the core values of AŽD.

Every employee of AŽD is governed by legal regulations, professional standards and internal regulations of AŽD during the employment relationship. However, there are situations which are not covered by these regulations or it is not clear at first sight how to follow them. For these situations, the Code of Ethics provides each employee with some guidance on how to act in accordance with the values of AŽD at all times within the employment relationship and to act with honesty, integrity and fairness in all situations and under all conditions, both inside and outside the employment relationship.

Who must comply with the AŽD Code of Ethics?

All employees of AŽD, members of AŽD bodies and third parties who represent AŽD externally are bound by the AŽD Code of Ethics. This also applies to persons in legal entities in whose activities AŽD participates. Everyone is also obliged to take into account the individual provisions of the AŽD Code of Ethics in cooperation and in contracts with AŽD's business partners, either by directly obliging the business partner to comply with the Code of Ethics or by implementing the individual obligations set out in the Code of Ethics in the text of contractual documents.

Even in a situation that is outside the scope of the Code of Ethics, an employee is obliged to act in accordance with the core values. In case of any doubt, he/she may ask the assistance of the Compliance Officer, as part of the compliance program is to prevent illegal activities at any hierarchical level of the company and to minimize the possible consequences of illegal acts.

AŽD KEY VALUES

We do business transparently:

- our goals do not exist only on paper, but represent a commitment by all of us to be honest with ourselves. We always keep the AŽD Code of Ethics in mind and implement its content in our daily lives.
- we use only proven resources, best practices and do our best in the manufacture of our products, in the provision of services, in our participation in projects and in competitions. This is the only way to achieve perfect results.

We care about fairness:

- Although we have the ambition to be the best, we want to compete and win only fairly. In no way do we help ourselves to victory by underhanded methods. We categorically reject agreements with competitors to share markets or contracts. Regardless of the corporate hierarchy, we are all equal. We do not tolerate discrimination in any form on the basis of race, ethnicity, national origin, gender, sexual orientation, age, disability, religion, belief or worldview.
- we treat everyone with respect. We fully respect the opinions of others. Diversity of opinion and ideas of our experts creates an environment where everyone can express their opinions and criticisms and where the best results are produced.

We strictly comply with legal standards:

- we collect only the necessary information or only those required by law.
- we treat everyone's privacy as sacrosanct.
- we derive our integrity from respecting our own social norms, which we have adopted for ourselves, but above all the legal norms of the Czech Republic and the EU.

We actively educate our employees:

- all employees are offered a variety of training opportunities under fair conditions.

We are loyal:

- we consider the Company's objectives as our own, because the Company's good name is everyone's good name.

We take measures to protect the environment:

- We start from the premise that the quality of the environment is the quality of our lives. We therefore strive to minimise the negative impact of our activities on the environment. We see the environment as a fundamental element of our lives and its sustainable development
- is the only way for us.

We do not tolerate corruption or bribery:

- we do not, under any circumstances, provide bribes to officials or anyone else, and we consistently refuse requests for contract brokerage or other benefits outside of the proper internal process or procedure under the Public Procurement Act.

Safety first:

- Safety is the alpha and omega of our business. The organisation of our working environment and the management of our work processes is the first and absolutely essential message to our partners and customers that we don't just talk about safety but

consider it in practice. Only by mastering our own safety we can reliably ensure the safety of all road and rail transport users through our products.

EXTERNAL RELATIONS

We work in an extremely dynamic and competitive industry. The highest demands are given not only on our products and services, but above all on ourselves.

Our actions must always be in line with AŽD's core values and therefore we must have in mind the basic obligations in the individual spheres of our activities outside our company.

COMPETITION

Why is it important to protect competition?

Only a market in which companies can realistically compete can benefit everyone. The drive to outperform competitors leads to improvements in products, processes and can also lead to lower prices and, ultimately, to societal development, the course of competition must not be distorted. We act in accordance with good competition practice, not because its breach can be punished, but because it is the only way we can do business fairly and transparently.

Recommended practices:

- **do not provide information to competitors** – about our employees, practices, product or service prices, production volumes, production capacity, sales, bids, business partner agreements, profits, cost of goods, margins and other parameters that may affect competition in any way. In the cases permitted by law where negotiations with competitors are necessary for the purpose of jointly preparing a bid, information may be provided to them, but only to the extent that it enables a joint bid to be prepared and subsequently submitted.
- **don't get information from competitors on the sly** – gifts, bribes, promises of information or cooperation, eavesdropping and other self-investigation are prohibited.
- **do not spread misleading information about the competitors** – belittling, misleading information, as well as comparing oneself with competitors or even parasitizing on their reputation is prohibited
- **do not propose or enter into any agreements relating to competition** – it is forbidden to have a dialogue with competitors on the subject:
 - abandoning competition
 - the allocation of market or purchasing resources
 - setting prices or other commercial terms, exclusivity or best price arrangements
 - restricting or controlling production, sales, research and development or investment
 - discrimination against competitors or group boycotts
- **report prohibited agreements** – all anti-competitive agreements are unacceptable and must be reported. As soon as you suspect that any such illegal conduct or agreement is being formed or has already been concluded, immediately report it immediately, as this is the only way to prevent any possible accusation that AŽD is complicit in such an agreement.

RELATIONS WITH BUSINESS PARTNERS AND SUPPLIERS

Why is it important to select and control our business partners and suppliers?

The ethical origin of our products and services must be clear from the very beginning. This means from the sources used, the working conditions of the employees in the primary production, the environmental burden from the very beginning of the production of each product, the careful transport and, above all, the integrity and reputation of our suppliers and business partners. It is only by carefully selecting these subjects that we can fulfil our commitment not only to quality and reliability, but also to sustainable development with the least possible impact on the environment and to the protection of workers' and human rights.

Recommended practices:

- **don't work with those who don't share our values** – only work with those who comply with the legal regulations, accept the internal regulations of AŽD on occupational health and safety and environmental protection. It is forbidden to cooperate with suppliers who use child or forced labour or employ persons without work permits, do not eliminate unsafe working conditions or damage the environment.
- **choose suppliers fairly and transparently** – Set selection conditions so that they are fair and do not discourage potential suppliers from bidding, selecting objectively on the basis of reviewable and defensible evaluation criteria such as quality and price. Do not hesitate to screen a potential supplier to identify its risk profile and in particular its sustainability.
- **don't just look at the lowest price** – always choose according to the resulting economic advantage, do not be tempted by the lowest price, because in the end this price is often paid by the environment, employees, or AŽD itself by increased maintenance or repair costs in the future.
- **improve contracts with suppliers** – arrange the following:
 - environment and the possibility of immediate termination of cooperation in the event of a supplier's behaviour contrary to our values
 - the possibility of controlling the working conditions of the suppliers' employees and the implementation of environmental protection, the obligation of the supplier to protect the confidential information of the AŽD and the obligation to ensure sufficient organizational, technical and physical protection against its disclosure
 - compliance with competition rules and strict prohibition of corruption
 - and bribery, either by committing to these rules or by implementing them directly in the text of contracts
 - if the business partner proposes its own compliance clause in the contract, its content must be in accordance with our company rules, otherwise it is unacceptable
- **communicate truthfully and clearly** - state all conditions of cooperation and contracts immediately, do not promise concessions that are against the values of AŽD, act seriously.

DEALING WITH PUBLIC AUTHORITIES

Why is it important to cooperate with public authorities and other institutions?

Design, research and development is an integral part of our business to ensure we are as independent as possible from external suppliers. By cooperating with universities and specialised institutes, we share new knowledge and accelerate society-wide development. This also applies to

cooperation with public authorities - whenever the knowledge and experience of our experts can help, we are ready to lend a helping hand in carrying out tasks in the public interest.

Recommended practices:

- **communicate politely, truthfully and clearly** - be factual in any communication and provide only truthful and complete information.
- **do not influence officials** - do not in any way try to influence persons who may influence the decision or action of a public authority, in particular by gifts or offers of benefits.
- **don't find out information on the sly** - by looking at files that are not publicly available from official persons or persons close to them.
- **provide maximum cooperation** - in particular in the case of searches or interrogations by criminal or administrative authorities, who will provide you with proper identification, the relevant credentials and a proper explanation of exactly what they are asking you to do.
- **do not hide or cut important documents** - in case of inspection, please cooperate.
- **process financial statements accurately and on time** - under no circumstances provide incomplete or false information in official reports.
- **cooperate with the immigration authorities** - Employment of foreigners is a challenging process; it is necessary that foreigners have all permits in place before starting to work for the AŽD; always make sure that these documents are sufficient for the type of work and the area, or how you are to ensure that they are corrected.

CONFLICTS OF INTEREST

Why is it necessary to prevent conflicts of interest?

Our actions and decisions must not be influenced, even if only ostensibly, by personal relationships, personal economic interests, nationality, ethnicity or political party affiliation. Such potential influence on our judgment would adversely affect our reputation and integrity and is therefore avoided.

In all circumstances we act and decide in the best interest of AŽD, not in our personal interest. Your conflict of interest does not automatically mean that you cannot make a decision on the matter. It is possible that, for example, a company in which you or your relatives have a stake is the best candidate for a particular delivery. By declaring a conflict of interest, only another employee will review the matter, thus avoiding any possible doubts about the selection while maintaining our integrity.

Recommended practices

- **act in the best interests of the company** - at all times, put the interest of AŽD before your personal interest, this is the only way to maintain the trust of the person you are acting towards; avoid situations in which your judgement could be influenced by your personal interests.
- **inform the Compliance Officer immediately of any conflict of interest** - as soon as you become aware that you may have a conflict of interest in relation to a particular contract, action or decision, you should promptly disclose this and discuss possible options for resolution.
- **consult your intention to take an equity participation in a legal entity** - in the case the subject of activity of the legal entity is similar to the activity of AŽD, then your activity

could cause a conflict of interest, therefore it is necessary to discuss it with the compliance officer.

- **do not abuse company resources for your own benefit** – you must not use the property of AŽD, your time or the time of other employees to gain your own benefit at the expense of AŽD.
- **accept only modest attentions that cannot affect your judgment** – a conflict of interest will often be due to feeling obliged to favour a particular supplier or business partner who has, for example, given you attention in the past, so never accept attention, benefits or gifts that cause such feelings.

FIGHT AGAINST CORRUPTION

Why is it important to refuse unauthorised payments to third parties?

Although occasional modest business dinners, modest anniversary celebrations or invitations to social events are customary and desirable in our environment to maintain our good business relations, any payments, commissions, gifts, rights or favours to obtain an advantage are prohibited. The fight against corruption is necessary because we want to win through the quality of our products and services, not through bribes. Everyone's goal should be to maintain a market where honesty triumphs over bribery.

Recommended practices:

- **don't pay bribes** – payments, benefits or attentions that are not part of the business practice, and which, on the contrary, may look suspicious, must not be discussed, offered or disclose to any official, competitor or customer.
- **do not make payments that do not correspond to the goods or services provided** – whenever you suspect that there are suspicious items in the payment requests, do not approve or process the payment.
- **do not make payments to persons or countries that do not comply with the contract** – if the person to whom the payment is to be remitted has no connection with the contract or is not named in the relevant contract, you must not make or authorise the payment.
- **refuse offers of bribes and conversation about them** – if no payments are involved, benefits or attentions that are part of business practice, you must refuse the very conversation about them; you must be aware that any statement you make could be taken out of context and used against you and the RIA.
- **refuse mediation of the contract** – its intermediary expects to be rewarded for its activities, but this is a bribe, i.e. a prohibited act
- **applications and proposals for charitable donations should be consulted with the Compliance Officer** – the purpose, the reason for the donation, the object of the donation and the person to whom the donation is to be made; check that the donation cannot damage the reputation of AŽD.

PREVENTION OF MONEY LAUNDERING

Why is it important to prevent money laundering?

The dirty money comes from crime. In an attempt to conceal its origin, its owners try to "launder" it, in other words, to legitimise it. By "laundering" the money, it becomes impossible to determine its

origin. Even if a company does not create dirty money, its existence could be linked to its suppliers or business partners, which would damage its reputation and could even prevent it from continuing to do business.

Recommended practices:

- **check up every business partner** – in particular, before establishing a business relationship, it is essential to thoroughly verify the business partner in public registers, professional databases, the Internet and business contacts, especially his credibility and integrity, whether it is engaged in a registered business and what its sources of financing are; check who is the beneficial owner of the business partner.
- **do not work with a business partner who does not provide all the information** – refuse any cooperation with anyone who deliberately provides insufficient or false information, as well as with anyone who fails to fulfil their legal obligations to public authorities.
- **do not enter into business relationships with companies with suspicious structures** – if the complex structure is not justified by business intentions, it is probably a money laundering company and cooperation with it must be refused.
- **do not make unusual transactions** – such transactions include, in particular, payments to banks in exotic countries, payments using non-bank intermediaries, payments split into parts without justification, payments to countries unrelated to the trading partner to be paid.
- **do not provide cash payments** – in no case can you provide anyone with a payment in cash, as well as using monetary instruments that are not linked to the identification of the business partner.
- **consult the person responsible for financial transactions whenever you have any doubts about a payment** – Money laundering methods are constantly improving and may not always be detected at first sight, so whenever you have the slightest doubt, consult with the experts, or if you have any doubts, make the Compliance Officer aware of the situation.

WHISTLEBLOWING – NOTIFICATION OF AN INFRINGEMENT

Our company has established an internal information system for receiving reports of violations or attempts to commit violations. The whistleblower's identity is 100% protected, the possibility of submitting the report anonymously is ensured, the impartial assessment of the report is guaranteed, and the whistleblower is protected from sanctions, discrimination or other retaliatory measures.

The company's management designates a Compliance officer to process the notification. The whistleblower has the option to make the notification subsequently:

- in person (during standard working hours)
- by e-mail to whistleblowing@azd.cz
- by letter addressed directly to the person concerned
- by phone to 267 287 455, where a recording device is available around the clock (24/7).

Only the relevant person, i.e. the Compliance officer, has access to all notifications.

Recommended practices:

- **upon discovery of any violation or attempted violation** - please do not hesitate to notify us promptly via the internal notification system in one of the above ways
- **work with the appropriate person** – If possible, cooperate with the appropriate person designated by management throughout the investigation of the reported incident.

INTERNATIONAL TRADE

Why is it important not to do business with designated countries?

Some countries are prohibited from trading with or exporting products to. These restrictions are in most cases called embargoes and are used to politically negotiate or coerce the Czech Republic or international organisations of which the Czech Republic is a member. Restrictions are aimed at higher political and social goals, and it is therefore necessary to comply with the individual prohibitions in order to support the policy of the Czech Republic and the international organisations of which it is a member.

Recommended practices:

- **verify that the country you wish to establish business contact with is not embargoed** – this information can be found on the websites of the United Nations, the European Union and the Organisation for Security and Cooperation in Europe.
- **report any unfair behaviour - all dealings must be transparent, therefore,** do not do business with partners who are unable and/or unwilling to state the purpose of the order, the actual user of the order or details regarding delivery.
- **do not make payments for goods or services that are not included in the contract with the business partner** – all expenses charged should always be based on our contracts or established practice, whenever we are charged for something unusual, you are obliged not to make the payment and to inform the responsible ZMO (International Marketing and Trade dpt.) employee or the person responsible for financial transactions. Inform the Compliance Officer of the outcome.
- **do not communicate or enter into agreements on the qualification of goods for customs purposes that contradict reality** – for reasons of economy, our business partner may offer to deliberately qualify the goods as a different species, always refuse these efforts.

SOCIAL NETWORKS AND MEDIA

Why is it necessary to regulate statements on social networks and media?

Our company is under constant scrutiny. Even well-intentioned sharing of certain information can significantly damage our reputation, our overall image or our upcoming projects. Therefore, it is essential to share information regarding AŽD very cautiously.

Recommended practices:

- **do not provide company-related information to the media** – information about AŽD may only be provided by AŽD's executives, spokesperson or an employee authorised by these persons, at all times. If you wish to give an interview or statement concerning AŽD, you must request the consent of the executives.
- **do not post company information on social media** – we greatly appreciate your listing AŽD as an employer on your professional website accounts such as LinkedIn. However, sharing information about AŽD on your personal accounts or blog platforms is prohibited. Please inform the Compliance Officer of any information that could damage the company's reputation.

EMPLOYEE RELATIONS

We treat our employees like family without exaggeration. Only through your loyalty, professional and personal qualities, it is possible to achieve the best results. Therefore, let us constantly strive together to maintain and improve our working environment.

In doing so, let us bear in mind that all our behaviour towards colleagues, superiors and subordinates must be in line with the core values of AŽD, and that we must insist on compliance with the basic obligations set out herein.

In the employee relations, the following areas are important:

- fair treatment of employees
- management and leadership of employees

FAIR TREATMENT OF EMPLOYEES

Why is it important to treat employees fairly?

Regardless of the corporate hierarchy, we are all equal. We pride ourselves on being a company that employs highly experienced professionals and on the other hand also educates fresh graduates. It is essential that all employees feel that we view and treat them equally. No one must be favoured and no one must feel disadvantaged in any way because of their characteristics.

Recommended practices:

- **treat all employees equally** – under no circumstances you may treat one person less favourably than you would treat another person in a comparable situation because of their race, ethnic origin, nationality, gender, sexual orientation, age, disability, religion, belief, or worldview.
- **respect others** – although we are all equal and strive for fair access, it is essential to respect the specific differences of individual employees and to value the diversity of opinions, characters and approaches.
- **don't trouble other employees** – do not harass, make sexual advances, humiliate, insult, make inappropriate jokes, tease, overly flatter, or otherwise create a hostile work environment; do not demand certain actions as a condition of your decision.
- **do not encourage others to treat employees disrespectfully** – do not persuade or encourage other employees to treat a person or persons disrespectfully.

MANAGEMENT AND LEADERSHIP OF EMPLOYEES

Why is it important for leaders to pay more attention to treating employees fairly?

As a manager, you have a duty to control your subordinates. You are relied upon to proactively create a welcoming environment for your subordinates, both in your approach and by directing subordinates who do not behave according to the basic principles of the Code. You are also the person who is involved in the selection of your subordinates and therefore must comply with the obligations set out in the legislation.

Recommended practices:

- **recruit employees based on objective criteria** – educational qualifications, work experience, certificates, skills and qualities required for the specific position to be filled.

- **do not hire employees in violation of the law** – do not hire people who are under the age limit set by law, do not hire people who do not apply for a job voluntarily, but are forced to do so, or who provide false information.
- **do not disclose personal information entrusted to you by employees** – As a supervisor, employees may inform you about their current health status, family situation, workplace relationships and other matters. You have an obligation to protect this information as highly confidential and not to disclose it to anyone else, otherwise you risk losing trust in your integrity.
- **do not take action against employees who report disrespectful behaviour** – Any retaliation for an employee's efforts to act correctly is absolutely prohibited, whether on your part or on the part of other employees, in which case you are obliged to prevent such action and take appropriate measures.
- **allocate training, internships and courses fairly** – Even if you have favourites on your team, or you know that a specific employee you would choose would pass on the acquired knowledge to other employees, you must give everyone the opportunity to learn under fair conditions.

ASSET PROTECTION

We consider intellectual property, trade secrets, confidential information and data about our business partners as well as our employees to be our valuable assets. This is reflected in our prudent handling of these assets, as well as their extensive protection.

We can divide the protected assets into two areas:

- protection of persons and protection of personal data
- protection of intellectual property, trade secrets, confidential information and assets

PROTECTION OF PERSONS AND PERSONAL DATA

Why is it important to protect the privacy of individuals and their data?

Firstly, relatively strict protection standards are set by law, and secondly, broad protection is in our own interest, as we consider you, our employees, to be our most important asset for your skills, qualifications and know-how. To protect your privacy as much as possible, we take organizational, technical and personnel measures to protect personal data that can identify individuals (photo, name, birth number, address, computer ID, etc.).

Recommended practices:

- **request only necessary personal data in accordance with legal regulations** – requesting personal data beyond this scope is prohibited
- **you may only store and handle personal data if you are authorized to do so and only for lawful purposes** – as an employee who is authorized to handle personal data, you are obliged to prevent other employees from accessing personal data without this authorization, only to fulfil legal obligations or for other specific legitimate purposes, but always retain the data only for the period necessary for the purpose of processing.
- **handle personal data with caution** – whenever it is possible to anonymize documents by removing personal data, you are obliged to do so, check who you are sending emails to,
- where personal data is, do not leave documents containing personal data lying around on desks, bulletin boards, printers or shredders.
- **set a password in accordance with a sufficient level of security** – your cautious approach is absolutely necessary to ensure that your personal data does not become accessible to a wide audience, despite all the protection provided by AŽD.

- **secure computer technology against misuse** – This will protect your sensitive data and, if you are authorized to handle personal data, you will also protect the sensitive data of others from possible misuse.
- **report deficiencies and suggest improvements** – Whenever you feel that the protection of sensitive data is insufficient or you have an idea for improvement, contact the Compliance officer.

PROTECTION OF INTELLECTUAL PROPERTY, TRADE SECRETS, CONFIDENTIAL INFORMATION AND ASSETS

Why is it important to protect intellectual property, trade secrets, confidential information and assets?

These are absolutely essential assets of AŽD, thanks to which we are a competitive company, and which we must all carefully protect.

Recommended practices:

- **carefully familiarize yourself with all types of intellectual property of the company** – AŽD has a portfolio ranging from trademarks, patents, industrial designs, utility models to copyrights. You must be aware of all of them and, conversely, fully respect the intellectual property of other people.
- **do not disclose intellectual property, trade secrets or confidential information from business partners to third parties** – Even your conversation with a colleague, for example at a trade fair or airport, can be eavesdropped by competitors, which is why the highest level of caution is necessary.
- **Unless you are told otherwise, treat all business information as a trade secret that you must protect.** – so, protect information about sales, strategies and priorities, upcoming projects, information about new products, services, investments, acquisitions, and public procurement.
- **protect company assets from misuse or theft** – not only physical property, but also do not copy, sell, use or distribute software in violation of license agreements.
- **do not use work computer equipment for personal purposes without company consent** – Consent must be granted before such use begins, with appropriate instruction and communication of other necessary protective steps in a specific case.
- **use only programs for which the company has licenses** – Never download or use illegal software.
- **do not allow unauthorized persons to access the company premises, always report their presence to the security service immediately**

OCCUPATIONAL HEALTH AND SAFETY PROTECTION, ENVIRONMENTAL PROTECTION

Safety is the alpha and omega of our company. In order to provide products and services that ensure safety to those outside the company, we must start with ourselves, by ensuring a completely safe working environment for our employees.

We consider the environment to be an inseparable part of our lives. We strive to minimize the impact of our business on the environment.

OCCUPATIONAL HEALTH AND SAFETY PROTECTION

Why is it important to pay attention to occupational health and safety protection?

Our goal is sustainable development. This means that the easiest earnings are not our primary goal, and in the case of employees, the highest possible performance. We consider it essential that our working environment is not stressful, that it allows working with safe technology in modern spaces that take into account the demands of employees, to which you want to return.

Recommended practices:

- **comply with internal regulations regarding health and safety** – Never underestimate the importance of these regulations and the necessary preventive measures.
- **properly record your presence at the workplace**
- **follow the instructions for using individual devices and the rules of individual workplaces**
- **create a safe workplace, keep your workplace clean, turn off tools after use**
- **if a serious safety deficiency is detected, do not continue to perform work**
- **do not consume alcoholic, narcotic or psychotropic substances during working hours, and do not enter the workplace under their influence**
- **actively participate in emergency drills**
- **report any deficiency you have noticed or suspect exists**

ENVIRONMENTAL PROTECTION

Why is it important to protect the environment?

The environment is an irreplaceable commodity. Therefore, we fulfil our obligations imposed by legal regulations to protect it and strive for the most ecological approach of our employees, even beyond the law. In addition, we use preventive management systems focused on health, safety and environmental protection, which we control. We support the introduction of new environmentally friendly processes and materials, as well as appreciate your green initiatives for improvement. Our ecological profile is part of our good name, which we will maintain only by constantly improving our processes and by clearly and comprehensibly communicating our green goals and their achievement.

Recommended practices:

- **Continuously evaluate your work processes to see if they can be carried out in a more environmentally friendly manner** – that is, with less waste produced, wastewater, materials needed and emissions.
- **ensure that all employees comply with all legal and internal regulations**
- **actively monitor news in your field and propose the adoption of more environmentally friendly processes**
- **inform the Compliance officer of any deficiency you have noticed or suspect exists**

Recommended procedure for resolving the situation

The correct procedure for acting or resolving a situation is only one that is in accordance with legal regulations, the AŽD Code of Ethics and the AŽD core values.

But what to do if you don't know how to proceed correctly in a specific situation in order to comply with the core values of AŽD? Don't you know what course of action to take so as not to violate the AŽD Code of Ethics? Are you not sure that your behaviour towards a colleague is appropriate? Do you doubt the correctness of your superior's actions? Don't you understand all the circumstances under which you have to make an important decision? Are you afraid?

If you have any questions regarding compliance with legal regulations, the AŽD Code of Ethics, or to determine the correctness of your chosen procedure or decision, or conversely to report any detected incorrect procedure or decision, please contact:

- Compliance officer
 - in person
 - by phone to 601 370283
 - in writing
- Ethics line of AŽD Praha
 - etika@azd.cz
- whistleblowing line of AŽD Praha
 - whistleblowing@azd.cz

Any possible sanction against you for making a report is in direct contradiction to the values of AŽD and as such is completely unacceptable. AŽD guarantees that there will be no discrimination against you in the workplace - so you do not have to worry about any retaliation.