



Code of Conduct

RLS Merilna tehnika d. o. o.



INTRODUCTION

The company has adopted this Code of Conduct to earn and keep the trust and support of our employees, business partners and the broader community. The Code defines the values we invest in, subscribe and commit to, and they are a part of our company's broader vision and environmental responsibility.

Our employees are therefore invited to contribute to the implementation of our core values by:

- always acting and living in accordance with the core values;
- understanding the purpose of this Code and respecting it in our everyday lives;
- always considering other people who may be affected by our decisions, and treating others in the same way we expect to be treated;
- communicating openly and respectfully, respecting the integrity of the other person;
- supporting socially beneficial activities and decisions that make a permanently positive impact and advance the broader community;
- performing our work responsibly, abiding by the rules and moral principles, and by having a responsible attitude to our colleagues, company, business partners and others;
- being open to new ideas, and promoting innovation and creativity.



"Our values are our commitment to continuous improvement and reflect in our attitude to work, colleagues, business partners, society and environment. We are constantly building a value-based culture based on ethical conduct and business ethics. Our company believes that success is above all a journey rather than a destination, and our core values should be our beacon."

Janez Novak, Director

COMPANY'S CORE VALUES

INTEGRITY – the employees are committed to high ethical standards in everything we do. We stand for our company values in our free time, too. We realise that integrity begins with personal accountability. We take care that our thoughts are aligned with our words and those with our actions. We take responsibility for what we say and what we do. We are aware of our values and live by them.

EXCELLENCE is attained by going above what is required by law, and by keeping up with the expectations and requirements of our employees, business partners and the broader community. We never settle for mediocrity: we stimulate creativity in individuals and teams and aim for workplace satisfaction, as we believe that these are the drivers of excellence.

RESPECT – we show respect and understanding to our colleagues, business partners and other parties we are dealing with. We hire people and engage with business partners who share our values and apply them in every aspect of their lives and actions.

DIVERSITY – we strive to create a work environment where equality and inclusion of all members are a given. We believe that a successful and sustainable business must be sensitive to diversity, cultivate awareness of mutual dependency and synergy, and assume full responsibility for its impact.

EMPLOYEES

Delivering quality is our top priority in everything we do.

The management always acts according to our corporate values and sets an example for our staff through our actions and behaviour. We encourage open-mindedness, team spirit, mutual respect, efficiency, enthusiasm and goal orientation. We offer the employees good leadership and help and treat them with great respect. We resolve conflicts constructively to mutual satisfaction.

We are aware of the importance of organizational commitment. Equal employment opportunities are afforded to everyone. We provide fair employee compensation and reward extraordinary work achievements. Employees have access to professional training that supports their personal growth and career development.

Any form of workplace discrimination or harassment is unacceptable. We respect and promote our employees' freedom of expression, speech and association. We provide a healthy and safe work environment for everyone, making sure everyone is qualified for their job. Employees are promptly warned and adequately protected against any possible workplace hazards.

We recognise that respect to employees is fundamental for a healthy and safe work environment based on personal dignity, mutual trust, respect and commitment. The contribution of every individual is significant.

The employees realise their responsibility for the quality of their work and their contribution in reaching our clear-cut objectives and quality standards. Sharing goals, exchanging information and being respectful leads to better results.

All employees are bound to non-disclosure of confidential information. We avoid any situations that could lead to a conflict of interest and any actions that could harm the company's interests.

In accordance with laws and regulations, internal policies and moral norms, the employees commit to zero tolerance for corruption and bribery. If any such actions are brought to their knowledge, the employees are expected to immediately report them to the company management. The management undertakes to treat such reports with due seriousness, respect and confidentiality.



BUSINESS PARTNERS

Product quality and satisfaction of our business partners are key to our success. We therefore carefully listen to our business partners and find solutions together to create added value and mutual benefits.

We offer our business partners expert advice to provide them with the necessary information and prevent misunderstandings. We work in accordance with the laws

and regulations, internal policies and moral norms. We also expect the same from our business partners, encouraging them to adopt our company's core values.

We negotiate based on mutual respect and aim for win-win agreements. We commit to fair competition and have zero tolerance to corruption in any form.



SOCIETY

Our business operations help sustain the environment. We are committed to continuous improvement of our environmental protection activities and develop environmentally friendly manufacturing.

Our employees realise the importance of social responsibility in all aspects of our business and our relationships with

colleagues, business partners and society. We all contribute to integration with our community by maintaining good relationships based on respect, trust, sincerity, honesty and fairness.

IMPLEMENTING THE CODE

The company director adopts the Code of Conduct. The Code is communicated to employees and external associates. It is available in electronic form on the intranet and in hard copy in Human Resources.

The employees are expected to take responsibility and commit to the provisions of the Code.

Every individual takes responsibility for ethical conduct and gives warning to others about unacceptable behaviour. Any violation of this Code, committed intentionally or negligently, shall be treated as a serious violation of work duties and may result in termination of employment. Violations include, but are not limited to, inappropriate attitude to work,

colleagues, business partners or other people, intentional internal or external misreporting, improper attempts to influence or exert pressure on colleagues, consuming alcohol and illegal drugs in the workplace or working under the influence, and improper behaviour in the workplace or outside the company when acting on its behalf.

Employees are expected to report improper behaviour to Human Resources or Legal. They can also contact Human Resources or Legal with any questions regarding the content or implementation of the Code.



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