



CODE OF ETHICS AND BUSINESS CONDUCT

autofit
 SPECIALISTA NA LAKOVÁNÍ

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Why do we need code of conduct?

Whatever changes in the world around us, one thing remains the same: Auto Fit, spol. s r.o.'s commitment and drive to maintain **the highest standards of business ethics, morality and integrity.**

The reputation and continued success of our company is determined not only by the industry in which we operate, but also by **the way we do it, how we treat our customers and our own employees.** This is key to our continued success.

We want to be a recognized leader in everything we do and we want all stakeholders to be proud to be an employee or partner of Auto Fit, spol. s r.o..

The reputation of our company is one of the most valuable values that we want to create, develop and protect.

Our company's Code of Ethics describes and expresses our **commitment to act ethically and with integrity in every situation** while respecting the human rights of every individual.

Our management expects **every employee and supplier to abide by the principles of the Code.**

Employees are acquainted with this document when signing their employment contract and business partners can familiarize themselves with our company's code of ethics upon request.

Thank you all for your personal contribution to the highest possible human and professional level of our company!

Ing. Marie Ryšavá, MBA
Managing director Auto Fit, spol. s r.o.

Basic behavioural requirements

Compliance with the laws

Compliance with the law is the foundation of the company's ethical standards. At all times, AutoFit complies with all applicable laws, rules, regulations and policies. In the event of disputes or ambiguities, the company uses in-house counsel with whom it works to bring ambiguities into compliance with the law.

Cooperation with colleagues

Good relations in the workplace, among colleagues and the desire for mutual cooperation is the basis for the successful development of the company. In performing tasks and in dealing with colleagues, an employee must not:


- to disparage your colleagues
- misrepresent or fail to provide information necessary to complete a task
- to put their own interests or those of a third party before those of the company
- unreasonably refuse to provide necessary assistance to other colleagues in the performance of their work tasks

When a labour dispute arises between employees, the parties to the dispute are obliged to actively, constructively and responsibly seek a solution taking into account the interests of the company and, in the event of failure to reach an agreement, to contact their superiors.

Protection of the company's reputation

All employees are obliged at all times, including in their non-work activities, to act and act with the knowledge that they represent Auto Fit, spol. s r.o. and must not, by their actions, appearances or statements, damage or disparage the good name of the employer.

In particular, any fraudulent conduct that violates Auto Fit's values - i.e. an act or omission or failure to act with the intent to deceive (falsification, concealment of facts, providing false information, etc.) - is unacceptable both internally and externally. All employees must at all times observe the highest standards of




honesty, integrity and probity in their dealings with contractors and customers, particularly with regard to the nature, quality, quantity and composition of the products and services offered.

Management

Managers are role models of moral and ethical qualities for other employees and company representatives, and their behaviour should be an example for others.

They are responsible for ensuring that their subordinates adhere to the Code of Ethics. They are empowered to evaluate the conduct of individual employees in relation to the Company's values and to take corrective action within their authority.



Business relations and relations with third parties

Economic competitions

Auto Fit, spol. s r.o. and its employees follow the rules of fair and open competition. Every employee or representative of the company is obliged to prevent and avoid situations leading to their violation and must never develop illegal business practices that impede free and fair competition.

Offering, giving or soliciting benefits

Employees of the Company shall not provide, solicit or accept any gifts, payments, entertainment, gratuities or services to any person or organization that has a business relationship with the Company or to a competitor of the Company, except when gifts and entertainment are provided or accepted in connection with a planned corporate event or other work-related activity of the persons involved.

Auto Fit completely disassociates itself from fraudulent relationships, bribery and other illegal arrangements and conduct outside the bounds of ethical behaviour.

Relations with suppliers

Relationships with suppliers must also be conducted only on the basis of competitive terms of quality, price and service and must be advantageous to the company.

Auto Fit does not work with unvetted suppliers, especially those found to be in violation of human rights, labour laws and other legal requirements.

At Auto Fit, we comply with anti-counterfeiting laws and condemn all forms of infringement of industrial and commercial freedom and intellectual property rights. Therefore, we expect our suppliers to develop, implement and maintain methods and processes relating to their products to minimise the risk of introducing counterfeit parts and materials into contract supplies. We require suppliers to have effective procedures in place to detect counterfeit parts and materials and, when warranted, to notify us of counterfeit products and immediately exclude them from contract supply.

Each of the Company's suppliers is regularly evaluated, and the evaluation includes the requirements of ethical conduct as defined in the document "Supplier sustainability requirements".

Accurate and complete financial records

AutoFit shall keep honest and full legal accounting records and all legal reports and shall fully disassociate itself from any false or fraudulent reporting. AutoFit's financial statements are regularly reviewed by an auditor.

Conflict of interests

Employees are required to avoid situations where there may be a conflict between their personal interests and the interests of the Company.

When dealing with existing or potential customers, suppliers, public officials, investors and competitors, employees must always act in the best interests of the Company, regardless of their personal interests or benefits.

Each employee must promptly inform his or her supervisor of any situation in which a conflict of interest may arise.

Some examples of potential conflicts of interest include:

- accepting employment or participation in a position similar to AutoFit, working for an actual or potential competitor, supplier or customer, for yourself, your family or a loved one
- Involving AutoFit customers in your own or family members' activities in the same or similar industry

Relationship to employees

A strong and solid relationship with all AutoFit employees, based on mutual respect, trust and dignity, is crucial to AutoFit.

The working conditions offered to employees comply with the requirements of the Labour Code No. 262/2006 Coll. as amended, all other national legal standards and regulations, the Charter of Fundamental Rights and Freedoms No. 2/1993 and the relevant conventions of the International Labour Organisation.

The company Auto Fit, spol. s r.o.:

- provides its employees with a safe and healthy working environment and strives for its continuous improvement, which is continuously monitored by the Regional Hygiene Station and the Occupational Safety Inspectorate.
- The company plans and provides health check-ups in order to maintain the good health of its employees.
- In accordance with the Labour Code No. 262/2006 Coll., as amended, Section 108, paragraph 5, it carries out annual occupational safety inspections, in which employee representatives participate
- Provides equal opportunities for people regardless of race, colour, sex, nationality, religion, ethnicity or other distinctive characteristics. No questions are asked in the job applicant questionnaire on the areas mentioned.
- Doesn't tolerate discrimination or harassment. If these undesirable phenomena are suspected, the employee is obliged to contact the Company's Managing Director, who will arrange for a remedy. In the event of failure of the company's managing director to act, the employee has the option of taking his/her complaint to the labour inspection authorities.
- Provides employees with training and education opportunities that support their current and future career development plans.
- Collective bargaining allows employees to express their views and suggestions on how to improve the company's operations, social and working environment in workplace meetings.
- Doesn't employ any person below the age of 15 years see. Civil Code 89/2012 Coll., as amended, § 34.
- Doesn't use forced or bonded labour or other forms of involuntary labour in its workplaces.
- All employees have proper employment contracts.

- Takes care of its employees with interest, provides them with company benefits according to internal guidelines, helps them in times of need, and takes care of their families.

Company assets

Sensitive information

Employees are obliged to keep confidential sensitive information that they have been told or entrusted with or have gained access to in the course of their work.

The only exceptions to this rule are situations where the employee has been relieved of this obligation by management or is required by law to violate this rule.

Sensitive information includes any non-public information the disclosure or release of which could benefit competitors or harm Auto Fit or its suppliers or customers.

Protection and use of property

All employees are required to protect the company's assets and use them effectively.

Irresponsible handling, waste or theft of property has a direct impact on the company's business results. Any suspected misuse of assets must be reported and investigated by management.

Company property cannot be used for private activities; private use of property must always be approved by management.

The employee's obligation to protect company property also extends to information and intangible assets. Such information and intangible assets include intellectual property, customer information, trade secrets, patents, brands, trademarks, business plans and ideas, designs, databases, records, undisclosed information or financial data. Unauthorized use or distribution of such information and intangible assets is a serious violation of work rules. In addition, such use or distribution may be unlawful and may result in private or criminal penalties.

Environment

The company complies with all environmental regulations. In all of the Company's activities, including development, planning, design, manufacturing, sales and disposal of products, it protects the environment.

The company holds a certificate according to EN ISO 14001:2016, which proves the implementation and continuous improvement of the environmental management system.

The company has contractual relations with companies that process hazardous waste, as well as with EKOKOM and actively participates in the elimination of the consequences of its business activities. The company processes and sorts waste in an environmentally friendly manner and strives to minimise the environmental impact of its activities.

Conclusion

The Company regularly monitors compliance with this Code of Ethics and Business conduct using information obtained from management review activities and internal and external audits.

Marie Ryšavá, the owner and managing director of the Company, is appointed as the highest representative of the Company's Code of Ethics (Ethics Manager). She decides on corrective measures and follow-up actions resulting from any violation of the rules of ethical conduct under this Code.

If an employee has any questions, concerns or wishes to provide information regarding compliance, he/she should contact:

- of his superior
- the company's ethics manager, email: rysava@autofit.cz

The Company will not retaliate against an employee who has reported a possible violation of the Code of Conduct. This does not apply to individuals who knowingly make false accusations or intentionally provide false information.

The Company will investigate all reports fairly and thoroughly and take appropriate action. It will also make every effort not to disclose the identity of the complainant unless necessary to the investigation or required by law.

The Company also expects everyone to cooperate fully in any internal investigation.

If any employee violates the Code, disciplinary action may be taken, in accordance with the law and the Company's internal policies and rules.



Headquarters:

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Branch office:

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