



**Kazimieruk**  
Precision Parts

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**CODE OF CONDUCT IN ZMK**

## **Code of Conduct ZMK**

Tarnowo Podgórne 2019



**CODE OF CONDUCT IN ZMK**

**Purpose and scope**

The Code of Conduct constitute a compendium of knowledge about the applied principles of behavior in Zakłady Mechaniczne Kazimieruk Sp. z o.o. Sp. k ..

It is a set of guidelines in the aspects of culture, ethics, healthcare and respect for employees and the safety of our clients' data. In many areas it is a part of the environmental standard ISO 14001: 2015 in the area of environmental protection. It is employees' obligations towards respect for equality, confidentiality of data, prohibition of competitive actions toward employee and counteracting mobbing, as well as awareness of social responsibility.

**Responsibility**

Everyone according to the organizational structure of the ZMK with a special role of Board.

**Areas covered by the code of conduct**

**COMMUNICATION WITH INTERESTED PARTIES**

**1. Cooperation with suppliers**

ZMK obliges each supplier receiving an order to comply with the 5 principles of a Reliable Supplier.

The document is available on the organization's website. These rules apply to:

- a) Timeliness
- b) Correct deliveries
- c) Caring for the environment and political compatibility
- d) Compliance with ethics
- e) Compliance with the requirements of standards, which the supplier confirms with the appropriate Certificate, e.g. AS9100, ISO 9001: 2015, 14001: 2015

**2. Cooperation with Customers**

The Sales Department is responsible for communication with customers. Participants in other processes within the organization and administration may contact directly with the Customer only in consultation with the Project Engineer or at the request of the Board. The goal of such flow of information is:

- a) providing the Project Engineer with knowledge about all Customer matters
- b) ensure confidentiality of content and control of information provided
- c) avoidance of information chaos



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d) protecting the Customer against unjustified and unnecessary contacts

**3. Other interested parties:**

ZMK is surrounded by the external environment described in the Quality Book. Communication and any cooperation is carried out as part of processes, adequately to the substantive specifics. The Owners of Processes and the Management Board are responsible for these contacts.

**The binding rules are: respect, confidentiality and taking care of the good name of ZMK.**

**RESPECT AND SAFETY OF HUMANS**

**1. The principles of equal treatment**

With full scope of principles employee becomes acquainted in the first day of employment at ZMK and confirms with the signature the obligation to comply with the rules.

Key rules:

- a) Employees have equal rights for the same fulfillment of the same obligations; this applies in particular to equal treatment of men and women in employment.
- b) Any discrimination in employment, direct or indirect, in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnicity, religion, sexual orientation, and also due to employment on time definite or indefinite, either full time or part time - is not allowed
- c) Employees are entitled to equal pay for equal work or for work of equal value

**2. Anti-mobbing policy and the fight against discrimination**

With full scope of principles employee becomes acquainted in the first day of employment at ZMK and confirms with the signature the obligation to comply with the rules.

**Definition:**

**MOBBING** means actions or behaviors of superiors or colleagues regarding an Employee or directed against an Employee, consisting in persistent and long-lasting harassment or intimidation of the Employee, causing him to under value professional suitability, causing or aimed at humiliating or ridiculing an employee, isolating or eliminating a colleague from the team, within the meaning of art. 943 of the Act of 26 June 1974 - the Labor Code (Journal of Laws of 2016, item 1666, text as amended). In particular, mobbing may be (if they meet the above-mentioned statutory criteria) the following behaviors:



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- limiting or obstructing the Employee's ability to speak, respond by shouting or insults to the Employee's statements,
- mocking or criticizing an employee's work or personal life,
- using written or oral threats,
- slandering and disseminating false information,
- hiding information that is relevant and necessary for correct performance by An employee of his duties

**DISCRIMINATION** is unequal treatment of employees who are in the same or comparable situation, unjustified by objective criteria, due to unacceptable criteria (in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnicity, religion) , sexual orientation, as well as employment for a definite or indefinite period, or full time or part time). Discrimination is also considered to be:

- act of encouraging another person to violate the principle of equal treatment in employment or ordering its violation of this principle,
- undesirable conduct whose purpose or effect is violation of the dignity of the Employee and the creation of an intimidating, hostile, degrading, humiliating or offensive atmosphere (harassment) against him,
- undesirable sexual or gender-related behavior of an Employee whose purpose or effect is to violate the dignity of the Employee, in particular to create an intimidating, hostile, degrading, humiliating or offensive environment against him; this behavior may consist of physical, verbal or non-verbal elements (sexual harassment);

The Internal Antimobbing Policy (hereinafter "WPA") regulates counteracting the phenomena of mobbing and discrimination in Zakłady Mechaniczne "Kazimieruk" spółka z ograniczoną odpowiedzialnością. Spółka komandytowa with its registered office in Tarnowo Podgórne and defines the rules of conduct in the event of manifestations of mobbing or discrimination. It indicates the complaints procedure and regulates the work of the anti-mobbing committee

### **3. Work safety rules**

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Worker protection at the workplace is regulated by

HSE legal requirements	ROZPORZĄDZENIA MINISTRA PRACY I POLITYKI SOCJALNEJ z dnia 26 września 1997 r. w sprawie ogólnych przepisów bezpieczeństwa i higieny pracy. /tekst jednolity z 2003 r. Dz. U. Nr 169 poz. 1650 z późn. zm. /.
Procedure in case of fire	USTAWA z dnia 24 sierpnia 1991 r. O ochronie przeciwpożarowej. /tekst jednolity z 2009 r. Dz. U. Nr 178 poz. 1380 z późn. zm./.
HSE legal requirements	USTAWA z dnia 26 czerwca 1974 r. Kodeks pracy. /tekst jednolity z 1998 r. Dz. U. Nr 21 poz. 94 z późn. zm.
HSE legal requirements for production	ROZPORZĄDZENIE MINISTRA GOSPODARKI z dnia 30 października 2002 r. w sprawie minimalnych wymagań dotyczących bezpieczeństwa i higieny pracy w zakresie użytkowania maszyn przez pracowników podczas pracy. /Dz. U. z 2002 r. Nr 191 poz. 1596 z późn. zm./.
HSE training rules	ROZPORZĄDZENIE MINISTRA GOSPODARKI I PRACY z dnia 27 lipca 2004 r. w sprawie szkolenia w dziedzinie bezpieczeństwa i higieny pracy /Dz. U. z 2004 r. Nr 180 poz.1860 z późn. zm./
Frequency of measurements of health and safety at work and environmental aspects	Rozporządzenie Ministra Zdrowia z dnia 2 lutego 2011 r. w sprawie badań i pomiarów czynników szkodliwych dla zdrowia w środowisku pracy

**ENVIROMENTAL CARE AND SAFETY**

Regulated by Environmental Standard 14001:2015, according to ZMK certification

**PROTECTION OF DATA OF THE ORGANISATION AND ITS CUSTOMERS**

Organization's and Customer's data protection - non-competition agreement

With full scope of principles employee becomes acquainted in the first day of employment at ZMK and confirms with the signature the obligation to comply with the rules.

Definition:

THE SECRET OF AN EMPLOYER'S ENTERPRISE is all information, data and messages: technical, technological, production, commercial, marketing, economic, financial, know-how, personnel, investment and organizational, in any way related to or related to the Employer.

Key rules:

a) The employee undertakes to keep strictly confidential and not to disclose and not disclose to third parties, and not to use (without the Employer's consent) for purposes other than directly related to the



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performance of official duties, any information related to the Employers' activities that constitute the secret of his business, during the employment relationship with the Employer and for a period of 5 (five) years after the termination of this employment relationship

b) The employee undertakes that during the employment relationship between the Parties he will not conduct any activity competitive to the Employer

**ETHICS IN BUSINESS**

Ethical behavior builds the culture of the organization, improves the conditions and atmosphere of everyday work, strengthens relationships and trust.

Ethical behavior manifests itself through:

- respect for others (respect for their dignity, beliefs, views),
- maintaining professional confidentiality and confidentiality of data,
- honest performance of their duties,
- care for a good atmosphere at work,
- intolerance to discrimination
- intolerance to corruption

Good atmosphere at work favors engagement and motivates for better achievements. The role of the superior is to create working conditions in which relationships between people are based on integrity, honesty and cooperation.