

## Ethical code

Of Firma Tarapata Sp. z o. o.

Vision and mission statements

### Vision

A solid organization, efficient in executing its tasks and recognized as a leading brand in the industry – in Poland, across Europe, and around the world,

moreover :

- Investing in the best technologies, implementing innovative solutions aimed to grow the company's potential, therefore allowing for more accurate fulfilment of customer needs
- Set to build and maintain long-term business relations in accordance with the CSR standards
- For which the business partners are and always will be in the centre of attention

### Mission

Company growth built on the foundation of polish capital by reconciling the advantages gained from many years of experience accumulated by long-term employees, with enthusiasm and openness for innovation from young employees of the company. Forthrightness in external relations, transparent activities and flexible responsiveness to industry changes, while maintaining high level of care for people and environment.

Core values of Firma Tarapata Sp. z o. o

### Growth and innovation

Firma Tarapata is a company, that is always moving forward- constantly exploring how to implement latest technological innovations.

### Credibility and trust

At Firma Tarapata Sp. Z o. o., our partners can be sure that the quality of our products will always meet the highest standards.

### Partnership and cooperation

Firma Tarapata is eager to establish and maintain business relationships based on mutual openness.

### Rules

The company always ensures respect for both legal and moral norms related to business ethics, covering all of its dimensions.

Firma Tarapata always ensures that all relationships with employees, collaborators, suppliers, and clients are established and maintained in compliance with legal and ethical standards.

Firma Tarapata conducts its operations in a way that guarantees the highest environmental protection standards and does not threaten the well-being of the local community.

### Employees and collaborators

The business activity of Firma Tarapata is based on the work of its employees and collaborators, founded on clear, fair, and just principles outlined in the agreements.

Firma Tarapata Sp. z o. o is aware of the importance of international human rights laws and ensures they are respected. At the same time, it ensures compliance with basic requirements related to occupational health and safety, as well as regulations outlined in labour law.

Firma Tarapata gives its employees and collaborators full freedom to join associations and engage in activities within those associations during their free time. It does not interfere with the frequency or nature of meetings organised by employees outside of working hours.

Firma Tarapata does not apply any form of forced labour, or any practises that could be perceived as such by the employees and collaborators. It strictly abides by the prohibition on employing minors.

The company is actively working to promote equality in employment and in the workplace, ensuring that every candidate, employee and collaborator is treated equally regardless of their sex, age, education, origin, socio-economic status, religion or marital status. The company guarantees freedom of conscience, beliefs and expression, as long as they remain within the boundaries of the law.

### Suppliers

Firma Tarapata operates within the framework of legal and ethical standards in its relations with suppliers of services and products sourced from third parties. It adheres to the principles of fair competition, when selecting suppliers, and with the principles of honesty in establishing and executing payments. The rules of mutual cooperation have been defined and provided to the suppliers in the Business Conduct Code for Suppliers of Firma Tarapata Sp. z o. o.

### Clients

Firma Tarapata respects the legal and ethical standards in its interactions with the customers. The company ensures, the highest standard of relations between employees, collaborators and representatives of the customers. It builds long-term relationships based on professionalism, the credibility of the experts and mutual

trust, of which it easily fosters thanks to its excellent reputation as a business partner and provider of modern innovative technologies.

We neither give nor take

In its relations with suppliers and clients Firma Tarapata adheres to the principles of zero tolerance for accepting or offering any kind of material or personal benefits, as well as making or accepting promises to receive said benefits. Representatives of the company will never offer or benefit from, nor will they make or accept any promise to mediate corruption. The Anti-corruption policy in effect at the company applies to employees, collaborators, contractors, all business partners and the management team of Firma Tarapata Sp. z o. o.

Environment

Firma Tarapata cares for the natural environment. Continuously raising technological standards, striving to conduct business in the least intrusive way possible for the environment.

Local community

Firma Tarapata conducts its business in a completely non-intrusive manner to the local communities, thanks to the placement of its offices in areas distant from densely populated regions. On the other hand the company plays a key role on the map of local and regional business landscape.

Activity in accordance with the vision and mission of the company

The daily operations of Firma Tarapata are a reflection of its commitment to continuously raising standards- both those related to technology and those concerning socio-business standards in the company's relations with various stakeholders groups. It is also an expression of willingness to spread highest standards work through educational activities. Finally it reflects the willingness to adapt the scope and extent of the activities, to the demands and expectations of the market and clients, as well as the readiness for a partnership with customers based on mutual trust and a shared commitment to implementing modern technological solutions.

All suspicions of violation of Ethical Code of Firma Tarapata Sp. z o. o or other legal regulations can be reported through the same channel used for reporting any form of corruption related conduct: [etyka\[at\]tarapata.com](mailto:etyka[at]tarapata.com), as well as directly to the Director of Human Resources, Administration and IT