

# OUR RULES

... GASTOP GROUP

## DECLARATION ON ETHICAL STANDARDS

GASTOP GROUP is a group of entities that recognizes and abides by applicable legal regulations and acts in accordance with its own ethical standards. As a leader in the access control industry, we strive to apply and implement the highest ethical standards. These standards are based, among others, on the compliance of the actions undertaken with the provisions of applicable law, observance of human rights and environmental protection,

The Code of Ethics has been approved by the GASTOP PRODUCTION Management Board, which will make every effort to assess its compliance in GASTOPGROUP on a current basis and update its content on the basis of the applications and proposals collected.

This document contains ethical values that GASTOP GROUP sets itself as binding in relations to customers, suppliers, colleagues, supervisors, business partners, local communities.

## THE MAIN ETHICAL VALUES SET BY GASTOPGROUP

GASTOPGROUP recognizes as the main ethical values: honesty, respect for others, diligence, conscientiousness in work, responsibility, cooperation in order to create the common good, building trust in personal relations, understanding and willingness to share help regardless of the situation or opinions.

## PRINCIPLES OF COOPERATION WITH CUSTOMERS AND PARTNERS

GASTOPGROUP provides equipment and technologies to markets around the world in the field of supporting personal traffic control and access. Specialist knowledge, which we try to constantly expand and update requires from us all the time, including taking actions to "listen to" to the needs of the customer or partner. We try to share the acquired and developed knowledge with the customer in various layers of communication (publications, textbooks, training videos) but also through ongoing training of people who will later share this knowledge with customers or partners. In order to help customers and partners, we try to support them in all possible fields by providing, transferring and sharing our knowledge. One of the important goals in customer relationships is

customer success and openness to its needs. We also strive to create customer relations by caring for the quality of our products and providing a professional service, the aim of which is to build trust in relations with customers and partners.

## COMPLIANCE WITH THE PRINCIPLES OF FAIR COMPETITION IN THE PRIVATE SECTOR

GASTOPGROUP recognizes adherence to the principles of fair competition and prevention of corruption and bribery. It is prohibited within the GASTOP group:

- conducting activities aimed at accepting or offering gifts, profits as part of business activities that lead or may lead to a conflict of interest,
- proposing or giving bribes or other illegal benefits to officials, political parties, state organizations, or to other persons who would give such bribes or other illegal benefits to the mentioned entities or persons.

## PRINCIPLES OF COOPERATION WITH THE PUBLIC SECTOR

The principles of cooperation with the public sector are regulated by relevant EU and national regulations. These rules for the conclusion of contracts are regulated by the provisions on the tendering procedure.

## PRINCIPLES OF COOPERATION IN INTERNATIONAL BUSINESS

GASTOPGROUP strives in international cooperation and business to adhere to international agreements and to take into account and respect differences in cultures of people from different countries and regions. GASTOPGROUP implements internal control systems to adapt solutions to the requirements of international markets. and individual countries.

## IMPLEMENTATION AND SUPERVISION ON THE REALIZATION OF THE CODE OF ETHICS

All submissions, queries and remarks to the content of the Code of Ethics or the interpretation of its principles are decided by the Ethics Ombudsman appointed by the Board. Those interested are invited to submit any comments, inquiries, notifications, proposed changes directly to the Ethics Ombudsman. The duties of the Ethics Ombudsman include the following duties:

- substantive and factual assistance in compliance with the Code of Ethics,
- undertaking activities aimed at promoting and supporting ideas that result from the Code of Ethics.
- developing and supplementing the content of the Code of Ethics, taking into account the received proposals, comments.
- undertaking activities aimed at eliminating unethical behavior.

## ACTIVITIES OF ETHICS OMBUDSMAN

Please send all reports regarding proposals, comments, inquiries to the Ethics Ombudsman to the address indicated at [www.gastopgroup.com](http://www.gastopgroup.com).