

Code of Conduct

The Code of Conduct (hereinafter referred to as “the Code”) is a set of moral and social rules that establishes the principle of professional behaviour of the employees in the exercise of the rights and obligations arising from their employment with Hydra a.s. subsidiary company (hereinafter referred to as “company”) and it is mandatory for all employees.

Laws and regulations

Compliance with legal regulations is one of the main principles of the company. All company employees are obligated to act in accordance with the law and ensure that any violations thereof are avoided. Employees shall comply with laws and regulations, internal regulations of the company, relating to employee duties, fire protection, occupational safety, handling of chemical substances, prevention of serious accidents, measures for handling computer equipment and data, emergency accidents reporting, rules of ethical behaviour (Code of Conduct) and other internal regulations.

Suppliers and sub-suppliers

The suppliers of the company must agree with their subordination to the Code of Code for suppliers. In case the product suppliers of Hydra a.s. engage any sub-supplier, they must ensure that these sub-suppliers agree with the requirements contained in this Code and observe them.

Child labour

Child labour, in any form, is not tolerated. If the local legislative does not state the higher age limit, it is forbidden to employ any person under the age of compulsory school attendance or any person less than 15 years.

In the case of authorised underage persons, the management is obliged to provide such working conditions, working hours and a wage that is relevant to the age of these persons and that is in accordance with the local legislation.

Forced labour

The forced or involuntary labour, in any form, is not tolerated. This category also includes the work of prisoners, work in the form of compulsory service, work performed as a way of debt settlement, and other forms of work performed unwillingly or in conflict with the choice of an individual.

Health protection and work safety

The company ensures a healthy and safe working environment for all its employees and, if necessary, also a healthy and safe accommodation, at least according to the relevant legislation. The company adopts measures to prevent of work injuries and professional diseases.

Prohibition of discrimination

The company acknowledges and respects the cultural differences. We treat everyone equally regardless of their race, skin colour, ancestry, nationality, ethnic origin, religion, political affiliation, gender, sexual orientation, age or marital status.

Harassment and abuse

Any employee can be subjected to corporal punishment, rough treatment or physical, sexual, psychological, or verbal harassment.

Working hours

The company is aware of the fact that it is necessary to keep a healthy balance between working time and free time in case of all employees. Unless the legislation of the giving country specifies a shorter maximum working time and no extraordinary circumstances of working hours are required, the employee may not be asked to work longer than 48 hours per week or more than 60 hours per week, including overtime.

Unless extraordinary work circumstances occur, all employees are entitled to have one free day per week at least.

Compensation

Wages, including the wage for overtime and benefits, must reach the level required by the relevant legislation or exceed it.

Freedom of association and the right to collective bargaining

Every employee can apply their legal rights to create the organisation that will represent their concerns, to enter such an organisation or to desist from such membership. No employee can be discouraged or troubled in the peaceful application of his rights. The company Hydra a.s. respects the right of employees to collective bargaining.

Environmental protection

The company acts in accordance with the applicable statutory and international standards regarding environmental protection.

The company minimises environmental pollution and makes continuous improvements in environmental protection;

The company comply with applicable procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment.

Zero tolerance of crime

The company rejects any criminal activity by the company, its management, and its employees.

If any wrongdoing or irregularity is found, we will make every effort that is reasonable and required by the circumstances of the case to stop it and prevent its harmful consequences.

Abuse or disclosure of confidential information to third parties

All employees maintain the confidentiality of any information that they learned in connection with the fulfilment of our tasks and that could harm or endanger the operations of the company or the interests of other persons unless we are relieved of the obligation of confidentiality in accordance with legal regulations. In particular, this applies to the protection of personal data or trade secrets.

Business ethics & integrity

The company operates in different countries, and across cultures, traditions, local laws, and regulations and has a strong commitment to developing and maintaining good business ethics.

In accordance with our commitment to these standards, we require our employees and also expect our suppliers to comply with the same standards in their business operations, including but not limited to:

- Money laundering
- Fraud, bribery, corruption
- Conflicts of interest
- Material Compliance and Conflict Materials

Monitoring and observance of requirements

The management of the company is responsible for the observance of this Code of Conduct and the awareness of employees of their rights and obligations given by this Code. The management is also obliged to keep the relevant documentation in order to prove that the Code is observed by the company as well as by its suppliers.

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