

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 obliged to act in accordance with the law and see to it 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 this Codex. In case the product suppliers of Hydra a.s. engage any sub-supplier, they must ensure that these sub-suppliers agree with requirements contained in this Codex and observe them.

Child labour

The 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 are in accordance with the local legislative.

Forced labour

The forced or involuntary labour, in any form, is not tolerated. This category includes also the work of prisoners, work in form of compulsory service, work performed as the 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 the healthy and safe working environment for all its employees, and if necessary, also the healthy and safe accommodation, minimally according to the relevant legislation. The company adopts measures for the prevention of work injuries and professional diseases.

Prohibition of discrimination

The company Hydra a.s. 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 Hydra a.s. is aware of the fact, that it is necessary to keep the healthy balance between the working time and free time in case of all employees. Unless the legislative of giving country specified the 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 the overtime.

Unless the 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 right to the collective bargaining

Every employee can apply his legal rights to create the organisation that will represent their concerns, to enter such organisation or 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 the collective bargaining.

Zero tolerance of crime

Company rejects any criminal activity on the part of the company, its management, and employees.

If any wrongdoing or irregularity is found, we will make every effort that can be reasonably required from us regarding the circumstances of the case, to stop 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 fulfilling of our tasks and that could harm or endanger the operations of company or the interests of other persons, unless we were 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

Company Hydra a.s. 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 also expect our suppliers to aspire to 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 Codex of action and for the awareness of employees of their rights and obligations given by this Codex. The management is also obliged to keep the relevant documentation in order to prove that the Codex is observed by the company as well as by its suppliers.

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Mrs. Jana Myšková
CEO Hydra a.s.