

Behaviour of Advanced Company

DALSELV DESIGN is active at production equipment market offering design and production documentation, manufacture, delivery and installation (including commissioning) of the equipment and provision of all documents required by law) of predominantly machinery for primary metallurgical industry. This includes a wide range of lines such as coke production, material handling, material storage, etc.

WE FOLLOW ETHICAL PRINCIPLES AND ADHERE TO LEGAL REGULATIONS

- Ethical principles and respect for the law are the fundamental principles of our Code of Conduct and corporate culture
- Our enterprise is a trading company established and existing under the laws applicable in the Czech Republic. This law or any other law governing our relations is systematically monitored, recognized, respected and adhered to unconditionally and consistently.
- We strive to keep our relations with our business partners, public authorities, our employees and the public long-established, stable and based on mutual respect and well-grounded confidence in just and honest conduct
- We act and make our decisions in accordance with the principles of employee collegiality and fair trade and also in accordance with the laws and obligations ensuing from legal regulations, decisions of public authorities and contractual relations in which we participate.

WE APPRECIATE OUR EMPLOYEES

- Respect for human rights is commonplace in our company. We do not incite nor tolerate any acts of discrimination. We condemn any form of forced, involuntary or otherwise illegal work.
- We condemn the abuse of child labour. We employ only persons meeting the requirements of legal regulations.
- We do not tolerate any illegal work, even among our business partners.

- Procedures and conditions required by legal regulations have always been a standard practice in our relations with employees. This also applies to entering into and the content of employment contracts or other labor-law contracts and agreements, working hours, granting time off, working breaks, setting overtime, remuneration, making wage deductions, and termination of labor-law relations.
- Our employees are properly remunerated for their work performance, including extra pay for ordered overtime work.
- We fulfil all our statutory disclosure obligations in relation to our employees, but also in relation to public authorities.
- We respect our employees' rights, including the right to form unions and bargain collectively. We consider them our partners in social dialogue.
- We consistently communicate with our employees by means of meetings and consultations with top management and other senior supervisors, including informing our employees about current affairs via central electronic information system.
- All our employees are regularly evaluated on an annual basis.
- We are open to complaints from our employees or other persons. They are allowed to file complaints, including anonymous ones, and the complaints are addressed responsibly.

WE CONSISTENTLY COMPLY WITH OCCUPATIONAL HEALTH AND SAFETY

- Occupational health and safety is an organic part of all our activities and has the highest priority. We create the best possible working conditions in our company. We adhere to the safety program for prevention of accidents, making sure that every working activity is conducted according to safe working practices.
- We adhere to prevention. Our employees are consistently educated and informed about occupational health and safety.
- We provide our employees with personal protective equipment according to the list drawn up for each job or position.
- We consistently provide assessment of our employees' medical fitness for work by means of occupational medical examinations. We do not allow any work performance that does not meet requirements for employees' medical fitness.
- If an accident occurs despite our best efforts, we employ our system comprising providing first aid, reporting and investigating accidents or other unfortunate

events, and taking measures to prevent their occurrence and compensate for damages.

WE APPRECIATE OUR BUSINESS PARTNERS

- We treat our business partners as equals and deal with them honestly, openly, fairly and with respect.
- We assume that our business partners follow the same principles as we do. If we discover that it is not the case, we respect their decisions as long as they are not in conflict with legal regulations and do not cause excessive risk or harm
- We are committed to create value for our business partners. With regard to our products, we implement the principle of constant improvement, increasing their value added, while diminishing the environmental burden. We exercise a strategy of committing no errors.
- We select our suppliers with proper care in order to maintain the quality of our products. We negotiate agreements with our suppliers regarding product quality and assess fulfilment of their obligations.
- We provide adequate supervision of the adherence to working and technological procedures and address any complaints of our business partners. We evaluate the satisfaction of our business partners.
- We would like our business partners to cooperate with us continuously or to restore previous business with us. The success of our business partners is our success as well.
- We adhere to the unity of words and practices; we keep our promises. We promote ethical business culture and comply with our obligations properly, fairly and honestly.
- We are ready to arrange audit with our business partners at our company.

WE CONDEMN ANY MANIFESTATIONS OF CORRUPTION

- We adhere to zero tolerance towards offering or accepting bribes.
- We strictly encourage our employees to refrain from any act of corruption. In connection with the performance of work for our company, acting on our behalf or referring to our company, nobody is permitted to solicit or accept any services in exchange for granting or promising to grant any privileges, nor to offer or provide such services

WE RESPECT ECONOMIC COMPETITION AND INTELLECTUAL PROPERTY

- We advocate a free, honest and fair competition. We do not engage in any acts that would undermine such competition.
- We avoid any conflict of interests and situations that may raise the suspicion of such a conflict, including conflict of our interests with the interests of our company. Any business dealings in conflict of interests are possible only if permitted by law.
- We respect the intellectual property rights and interest to protect the confidentiality of trade secrets and other confidential information. We protect these rights and such information within the scope of the legislation, contracts with business partners, consent of data subjects, and business ethics.
- We protect the personal data of our employees and all other persons whose personal data has been provided to us.
- All of our employees, who in the performance of their duties come into contact with personal data, information constituting a trade secret or other confidential information, are bound to maintain confidentiality of such data and information.

WE ARE A SOCIALLY RESPONSIBLE COMPANY

- We fulfil our corporate mission "**Together for the Generations to Come**".
- We support the region and strive to contribute to further improving the quality of life of its inhabitants.

WE PROTECT THE ENVIRONMENT

- Protecting the environment is a fundamental part of our policy. The standard is no less than fulfilling all the requirements of legal regulations and permission granted to us thereunder by the government authorities.
- To meet the environmental protection principles we apply waste management systems wherein we prefer recycling.

The principles above are the basic foundation of our company's internal regulations, including Conditions of Employment and other technical and organizational regulations and related internal standards.

The principles above are observed and compliance with them at our company is monitored and enforced.

In Ostrava on 9 September, 2016

Ing. Milan Beněk, m.p., Chairman of the Board of Directors

Ing. Klára Beňková, m.p., Vice-Chairman of the Board of Directors