

The Code of Ethics

The basic principles of conduct of Metalwit company

METALWIT

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Contents

1. Introduction	p. 3/6
2. The core of compliance with ethical standards	p. 3/6
3. Ethical values essential for Metalwit compa.....	P. 3/6
4. Care of the highest working	p. 4/6
5. Partnership and busin.....	p. 4/6
6. Ecological, financial and legal awaren.....	p. 5/6
7. Principles of personal policy	p. 5/6
8. Final provisions	p. 6/6

**METALWIT**

1. Introduction

Metalwit - manufacturing and trading company with longtime experience is a manufacturer specializing in production and supply of different kind of fasteners for industry. The main idea describing company is quality of its products and the main aim - customer satisfaction. The above mentioned can be reached by constant improvement of manufactured products which succeed due to quality monitoring and enhancement of production processes as well as employees qualifications.

2. The core of compliance with ethical standards

The Code of Ethics reflects ethical values which consist a behavioral pattern for Metalwit company employees showing how to behave towards coworkers, supervisors, business partners and customers not only in business but also interpersonal relations.

The following Code of Ethics has been approved by Metalwit decision-making entities who are obliged to evaluate compliance with these ethical rules on a regular basis.

3. Ethical values essential for Metalwit company

In internal and external relationships Metalwit company relies on essential and universal values such as:

- honesty;
- diligence;
- responsibility and conscientiousness during maintenance of assigned tasks;
- timeliness;
- quality of services;
- openness for cooperation, creation and maintenance of trust among business partners and coworkers.

The most important value for our company is trust and satisfaction of our customers. We always act accordingly agreements which content is formulated in clear manner that is understandable for both sides. Together with our business partners we conduct open and constructive dialog based on professionalism and mutual respect.

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Customers reservations on the quality of our products or employees behavior are always immediately examined by supervisors ensuring objectivity and taking into account the superior value which is the prior mentioned satisfaction of our customers.

4. Care of the highest working standards

Company consists of people whose efficiency, competences and job satisfaction have crucial meaning for achievement of higher level of the services provided as well as different aims of our company. According to the prior mentioned, our subsequent priority is creation of possibilities that will ensure constant professional and personal development of our employees. We exercise the utmost care to ensure satisfying salary, interesting and ambitious challenges as well as good conditions in working environment.

Any employee has an intrinsic value and because of that Metalwit company considers observation and promotion of the international standards of human rights and working standards as the fundamental value of its creations. What is more, our company respects and realizes the labor law and occupational safety and health principles.

Metalwit company conforms to prohibition of discrimination on the grounds of skin color, ethnic origin, social status, civil status, sex, disability, sexual orientation or political affiliation and guarantees freedom of opinion, religion, conscience as well as freedom of beliefs and expressions.

5. Partnership and business safety

Each customer is equal for Metalwit, we do not treat anyone on preferential terms. All information gained from our customers is confidential and used only in order to perform the tasks entrusted to us.

We respect competition rules with honesty, we prevent corruption and illegal payments. Each employee of our company is obliged to avoid actions leading to a conflict of interest, as for example accepting and offering gifts for realization of the business and trading operations.

We feel responsible for success of our customers, we are flexible and open for their needs and requirements.

We guarantee that our employees while taking different decisions and actions always act in accordance with the rules considered to be in force domestically and internationally.

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6. Ecological, financial and legal awareness

As a manufacturing company we are aware of our ecological responsibility for our actions and basically because of that we pay particular attention to conform to the legal principles about the environment protection. We credibly monitor the status of produced waste and due to the conduct of waste cards we can correct and find a way to minimize its quantity.

What is more, we duly maintain and store documentation gained throughout our company operations. Each trading transaction is documented according to the legal rules and internal regulations of Metalwit company. Documents gaining, processing and transmitting is being held in compliance with secrecy and confidentiality.

Our accounting department is obliged to pursue transparent accounting documentation as well as financial and clearing reporting.

Metalwit company is aware of the importance of conformance with regulations, legal principles and procedures consistent with codified ethical standards.

All information about competition is obtained by Metalwit via legitimate means and is used only for the improvement of our company. Metalwit does not apply any unfair practices against its competitors and competes on fair terms.

7. Principles of personal policy

-Employees of Metalwit company take part in its positive image creation, are loyal, do not undertake harmful activities and represent company properly.

-Employees are obliged to treat with respect entrusted property as well as rationally exploit and manage financial and physical resources of the company.

-Employees are obligated to give opinions about company's competition and customers with due respect.

-Employees are obliged to perform their duties with due manner according to their qualifications. For their own safety as well as safety of their coworkers they cannot carry out activities for which they do not have any entitlements.

-Employees are obliged to comply with the scheduled dates and promises given to customers and colleagues.

-Employees are obliged to comply with the courtesy rules against colleagues, customers and partners. They avoid conflictive situations, are willing to help and support in a professional and loyal manner.

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-Employees can have real influence on the development and changes in the structure and operations of the company by sharing their ideas and reflections in the overall interests of the company.

-Employees are obliged to react to all actions against the law or internal regulations of Metalwit company.

8. Final provisions

All employees as well as the company's owner are obliged to respect the provisions of the Code of Ethics. The Code of Ethics is subject to changes.

In cases of non-compliance with the rules of the Code of Ethics and with the general applicable law, an employee must face legal consequences, punitive internal rules and other disciplinary measures including those that are in respect to the labor law.



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