

Zakłady Drobiarskie od 1995 r.

Koziągłowy

CODE OF ETHICS

Aware of the need to adhere to ethical standards and clearly specified norms of conduct, we have created the following Code of Ethics which is a collection of values and principles of collaboration with both our Employees, as well as our Customers.

The objective of this Code of Ethics is to make it easier for us to make the right choices through indicating ethical standards and norms in our professional activity. It is intended as a guideline. The main task of the code of ethics is to indicate behaviours that are desirable, and those that are unacceptable. The Code does not relieve us of the obligation to make independent assessments of situations, especially in such a quickly changing market reality. Each of us has their own moral sensibility that determines their behaviours.

The modern world expects from us not only profits and conduct according to the law, but also social responsibility, innovation in the area of social development, as well as transparency of operations. It is necessary to combine various operational decisions with key ethical values.

The aim of the Code of Ethics is to indicate and promote ethical behaviours. To set norms and rules of cooperation, both in the business and social sphere. Ethical behaviours are the foundation of stable, long-term development of our company. The successful implementation of the Code of Ethics will be evidenced by actual integration of employees around shared values and moral principles.

MANAGEMENT BOARD VICE-PRESIDENT
Director for Administration and Communication

Agnieszka Mizerna

Introduction

All employees of ZD “Koziegłowy” (ZD – Zakłady Drobiarskie – EN: Poultry Processing Plant) are first and foremost obliged to strictly follow the law, internal regulations, and respect all agreements. The Code of Ethics is a supplement to the above in terms of values and ethical standards. The management staff should create working conditions that make it possible to respect ethics principles while simultaneously setting an example with their behaviour.

All employees should become familiar with the rules within the Code of Ethics. Any violations of the regulations herein shall result in the offending persons being held accountable.

When in doubt as to the conduct of third parties, every employee may report their remarks to a direct superior or, anonymously, to the complaints and grievances box.

Each of us, regardless of the position held, is responsible for taking care of the common good. High culture of communication and dialogue based on trust and partnership is what gives us good foundations for our company’s development. Only then can we improve our products, implement new technological solutions, and create new products.

Our values

The mission of “Koziegłowy” is based on three values that fully encompass our adopted mode of conduct: People, Partnership, and Safety.

TEAM OF PEOPLE, EXPERIENCE

What is most important are the people and a team created from diverse personalities, as well as our customers and their needs. It is building lasting relations based on shared trust and mutual benefits with employees and customers, local communities and other market participants that gives us a sense of fulfilled ethical premises. We listen to people, their suggestions, and observations. They are the ones who permanently point us towards improving our ethical behaviours. We want to ensure the common good, and safeguard the economic and social environment.

KNOW HOW, PARTNERSHIP

We concentrate on continued development and providing comprehensive, ready-made solutions in each category within a *Win – Win* system. We care for proper relations with both our employees, and our business partners.

GUARANTEE AND SAFETY

We ensure the best, safest, and simple solutions, while guaranteeing the highest quality and repeatability of products. Thanks to a stable Team of professionals, we are able to maintain a high level of the products in our offer.

TEAM OF PEOPLE, EXPERIENCE

- In our work, we follow the principles of cooperation, honesty, mutual respect and tolerance, especially adhering to them in the process of recruitment, hiring, training, and promotion.
- When making decisions concerning other employees, we try to honestly assess the results of their work.
- We do not allow favouritism or discrimination towards any employee.
- Employee assessments are conducted with respect to their dignity.
- Relations between the management staff and employees are based on mutual respect and trust.
- We strive to resolve conflicts through mutual understanding and factual conversation.
- We take all possible steps to make sure that employees are not at risk of mobbing, discrimination, intolerance, or harassment.
- We take all possible steps to fully respect basic human rights regardless of gender, age, marital status, disability, race, religion, political beliefs, sexual orientation, and nationality.
- Every employee who suspects that a violation of ethical principles and norms of conduct has occurred at the company may express their concerns by anonymously submitting them to the complaints and grievances box. Each piece of information is analysed by a committee comprising three people: a representative of the employer, a representative of employees, and an employee chosen ad hoc, who is up to date on interpersonal relations at the department that the complaint concerns.
- Further procedure concerning a reported violation:
- The employer may appoint a different Committee composition also for other substantiated reasons.
- The Committee shall commence its proceedings within 7 working days from the submission date of the complaint / grievance.
- The Committee should conclude its proceedings concerning the complaint / grievance within 21 days from the submission date. The Committee may extend the proceeding conclusion date by a specified time.
- The Committee shall notify the complainant and the person or persons the complaint concerns of the planned conclusion date of the proceedings.
- Committee members cannot include the person whom the complaint / grievance concerns, nor a person under suspicion of violation.
- The proceeding in front of the Committee is confidential in nature. Committee members and other persons taking part in the proceedings shall investigate the complaint / grievance following the principles of impartiality and are obliged to maintain the confidentiality of all information obtained during the proceedings.

- At the Committee's request, superiors are obliged to disclose documents and provide the information necessary to establish the circumstances of the investigated complaint.
- Upon hearing the complainant and the person accused of mobbing / discrimination / sexual harassment, and possible witnesses, as well as upon gathering evidence, the Committee shall assess the validity of the complaint and submit its position to the employer together with conclusions and possible recommendations concerning required actions.
- The Committee shall inform the person who submitted the complaint / grievance and the person accused of mobbing / discrimination / sexual harassment of the decision made by the employer and validity of the complaint within 3 working days from making said decision.
- The COMMITTEE may question any employee concerning the circumstances.
- Every employee is obliged to honestly and reliably respond to the COMMITTEE's questions.
- Employees are hired based on an employment contracts, according to the applicable labour code regulations, maintaining the applicable working hours and appropriate level of wages.
- Employees receive a detailed list of benefits deducted from their remuneration. There is no possibility of other deductions from the employee's remuneration than those provided for by the law without the employee's prior consent.
- Overtime work is voluntary and compensated in accordance with applicable labour law provisions.
- Employees are entitled to paid leave according to the their seniority at work.
- Employees have freedom of association.
- Employment takes place on a voluntary basis. The company does not practice forced labour.
- We only use the services of registered Work Agencies. Employees hired through an agency are subject to monitoring and management to ensure compliance with the law.
- We maintain cleanliness and order on company premises and in social areas.
- Employees are provided with unrestricted access to drinking water and meals at the company cafeteria.

KNOW HOW, PARTNERSHIP

- We concentrate on continued development of our company, with benefits for both it and the entire business and social environment.
- We collaborate with our business partners according to a Win-Win principle. Our company's development goes hand-in-hand with the development of our suppliers.
- We operate our business in a way intended to minimise its negative impact and maximise benefits.
- We are aware that conducting production activity related to the slaughter and processing of poultry meat impacts the natural environment. The environmental policy of the "Koziegłowy" Poultry Processing Plant emphasises the company's care for the area in which it operates. Considering the principles of sustainability, the Company makes all efforts to apply solutions in line with state-of-the-art techniques minimising its environmental impact.
- We compensate our environmental impact by, among other things, investing in innovative, renewable energy sources, efficient waste management, rational energy and water usage, limiting the generation and consumption of packaging, plant modernisation enabling to limit the amount of pollution emissions and reduce the noise released into the environment to a minimum. We monitor data related to our activity's environmental impact, adhere to the requirements of legal regulations, standards and good practices in terms of environmental protection.
- Limiting negative environmental impact is one of the Company's priorities. By making decisions concerning the Company's functioning, we always take into account good environmental practices in our plans in order to balance our operations. The main objective is rational resource management in order to ensure constant conditions for maintaining environmental balance.
- When making day to day decisions, we remember our responsibility to care for the company's development and ensure the economic security of employees.
- We use the company's resources economically and only for the purpose of accomplishing professional duties.
- We are aware of our shared responsibility for the effects of our work, which is why we approach not only our duties with due diligence, but also pay attention that our subordinates do the same.
- We ensure that contacts with our customers and suppliers are clear, transparent, and based on partnership.
- Our relations with local communities within which we operate are based on respect for people, work, and environment, for building lasting and positive relations, through which we strive towards effectively integrating our strategy and activities with social and environmental challenges.

GUARANTEE AND SAFETY

- We strictly adhere to applicable regulations and labour laws.
- We organise OHS training for new hires as well as periodic refresher courses for current employees.
- The safety of our collaborators, customers and business partners is our priority.
- We take all possible actions in order to prevent the occurrence of hazards.
- Machines and equipment are regularly controlled, undergo periodic technical inspections, and employees handling them are trained in their operation and the potential hazards.
- We conduct our business activity in a way that minimises negative impact and maximises benefits.
- We always provide the required aid to accident victims.
- We avoid situations in which our private interest collides with the company's interest.
- We seek such solutions that are economically substantiated, as well as ecological and beneficial to society.
- We approach our business partners, as well as our competition, with respect.
- We strive to fully adapt to the needs and expectations of our customers, while simultaneously maintaining the highest quality of solutions.
- We care for the good name of our customers and business partners.