



# BUSINESS ETHICS POLICY

## Scope

This policy defines the requirements for Business Ethic that apply to all Employees in the Company including its Subsidiaries and Business Partners.

## Basic requirements

- Every Employee shall carry out his or her duties within the highest ethical and moral standards and in the best interest of the Company;
- Every Business Partner (i.e. Suppliers, Contractors, Consultants, Customers and Other Authorities) shall act within the highest ethical and moral standards and according the policies, procedures and rules of the Company;
- Full compliance of the Laws of the Country;
- In all circumstances to act professionally and with honesty;
- Employees shall place the Company's interest before their own interest, when in any conflict;
- Fair treatment and practices by our staff towards our Business Partners when making business decisions.

## Compliance

- We ensure compliance with the Business ethics policy through a framework of procedures which covers gathering of purchasing committees, declarations of gifts and entertainment, declarations of interest in Business Partners, corporate records, audits and investigations, usage of company resources, disciplinary procedures and sharing of confidential information;
- Any actual, potential, or perceived conflict of interest activities should be reported immediately to any member of the Management team or Security department;
- Business Partners could obtain information from our Management when in doubt about ethical behavior, treatment and / or actions;
- The management shall explain and distribute the Ethics Policy and Procedures to their staff.

Kavadarci, 10/05/2016



Executive Director  
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