

# PROFESSIONAL ETICHS CODE

## 1. INTRODUCTION

Due to the fact that RENOLITH SYSTEM wishes to maintain relationships based on trust, respect and transparency with all stakeholders in its activity, through this Code of Professional Ethics it establishes the principles and norms of professional ethics to which we adhere within the company and has the role of guiding the moral and professional behavior of the staff, both during professional activity and outside it, to the extent that it affects the image of the company.

This Code reflects the essential values of the organization, assumed in the activities carried out:

Real impact - providing tangible value to businesses and communities  
Sustainability - responsible production for a better future  
Partnership and trust - development together with our customers

### 1.2. What are the objectives set out in the Code?

This code aims to:

1. Ensure that there is a work environment without imbalances, professional ethics, as well as a socially integrated work environment.
2. Protect the image, while increasing the trust of the company's stakeholders.

### 1.3. Who does the code refer to?

The code refers to all employees, management, business partners, suppliers and other stakeholders of RENOLITH SYSTEM.

### 1.4. What is the legal and administrative framework of the organization?

The code is consistent with: The company's Internal Regulations, the company's policies on quality and compliance that are in accordance with ISO standards, applicable laws and industry standards in the country and internationally.

## 2. PRINCIPLES OF PROFESSIONAL ETHICS

At RENOLITH SYSTEM we maintain the following ethical and professional aspects:

- 2.1. Public interest comes first: we put the concerns of customers, partners and society at the forefront.
- 2.2. Loyalty to the company: employees and partners are expected to behave in the best interests of the organization, avoiding situations that could harm the integrity company's reputation.

- 2.3. Equal treatment: we emphasize fairness, equality and non-discrimination in all relationships.
- 2.4. Responsibility: we continuously develop our systems and processes to improve efficiency, quality and customer satisfaction.
- 2.5. Impartiality and Non-Discrimination: The decision-making process is completely impartial, completely fair and conducted with full transparency.
- 2.6. Moral Integrity: To provide honest service, we disclose information and act with integrity in all business matters.
- 2.7. Freedom of Thought and Expression: When it comes to providing new ideas, employees have the right to speak up freely, but it should be in line with the company's values and not harm the company in any way.
- 2.8. Honesty and Fairness: Our promise is to be as accurate as possible while communicating and forming good relationships.
- 2.9 Compassion: We are mindful and consider the needs of those around us before acting. Every connection we create supports growth, sustainability and long-term success.
- 2.10. Respect: We respect all our employees, customers and suppliers and act towards them with dignity and consideration.
- 2.11. Openness and transparency: We lead the company with honesty to ensure that the process is carried out in a fair manner.
- 2.13 Leadership: We believe that a good leadership approach is essential because it is a process through which diversity and trajectory within the team are encouraged and influence the inspiration of employees towards achieving certain goals through personal motivation.

### **3. STANDARDS OF ETHICAL AND PROFESSIONAL CONDUCT**

- 3.1. Compliance with laws and regulations: We comply with all relevant regulations, internal policies and industry standards.
- 3.2. Quality in services and production: Producing and maintaining services to high standards is our primary responsibility - which is why we are ISO certified in our areas of operation.
- 3.3. Relations with colleagues and business partners: We are convinced that building close partnerships between colleagues, trust and positive dialogue along the way can bring the best result to any organization.

3.4. Freedom of opinion: The Staff can express their opinions, however they should understand that their opinion must always be professional and should align with the company's values.

3.5. Political involvement: We, as a company, are neutral in political matters and prohibit the use of our resources for political activities.

3.6. Conduct in international relations: we respect and align ourselves with external rules, so as not to face problems in business exports.

3.7. Interest Conflict: internally, company personnel are required to disclose if they have any relationship that could compromise their objectivity in the organization's decision-making process.

3.8. Gifts and favors: employees are not allowed to receive gifts or bonuses, other than those established by internal law, that could change the way they make decisions, whether for good or bad.

3.9. Abuse of position: employees cannot use their positions to their advantage, making decisions in ways that are not supported by clear reasoning and legislation.

3.10. Responsible use of company resources: it is our duty to ensure that we adhere to high moral and integrity standards, ensuring that we do business in an ethical manner, with all the resources and tools available.

3.11. Prevention of harassment (sexual and moral): we maintain a work culture that is free from harassment, encouraging respect and dignity for all our employees in accordance with the Additional Act to the Internal Regulations drawn up according to law no. 202/2002, law no. 151/2020 and law no. 167/2020.

3.12. Equal opportunities and non-discrimination: we offer equal opportunities to all our employees, regardless of gender, age, ethnicity, religion or disability, in accordance with the Additional Act to the Internal Regulations drawn up according to law no. 202/2002, law no. 151/2020 and law no. 167/2020.

3.13. Merit-based evaluation, without bias or partiality.

3.14. Personal data protection: we comply with the GDPR, regarding data protection, to protect the personal data of customers and employees.

## **4. FINAL PROVISIONS**

4.1. Personal responsibility and information: all employees and business partners must comply with this Code and approach ethical conduct. The content of the Code is brought to the attention of all RENOLITH SYSTEM members by displaying it in visible places within the company and on the website.

4.2. Awareness and training: we conduct routine training in ethics and compliance to promote ethical conduct.

4.3. Support and monitoring: For any concerns or questions regarding this Code, each of us can contact our hierarchical superior within the company for support and advice.

4.4. Reporting unethical behavior: employees and partners can report any unethical behavior to the company's email address [office@cabnest.com](mailto:office@cabnest.com) or by reporting through the internal system.

4.5. Complaint resolution

Each complaint of ethical violation will be investigated and addressed appropriately based on company policies and the Internal Regulations.

4.6 Code Updating: RENOLITH SYSTEM reserves the right to modify this Code whenever necessary based on legislative changes, internal policies or due to the growth of the company and the quality of the services offered.

4.7 This code enters into force on the date of its approval by the General Director of the company.

## CONCLUSION

At RENOLITH SYSTEM, we uphold standards of ethical behavior and professional integrity as the foundation for our success.

By adhering to this Code, we support a responsible and sustainable business culture based on trust, respect and excellence.

Thank you!