

## **Softman S.A. Code of Conduct and Business Ethics**

### **I. Ethical Standards**

Softman S.A. is aware of the importance of abiding by the regulations, legal provisions, working procedures and ethical standards set by the company. Softman is also committed to promoting ethics and to foster corporate responsibility, respect for human rights and environmental protection. The achievement of this goal is the joint responsibility of all Softman employees. The present Code of Conduct has been approved by the Softman Management Board, which is committed to the regular assessment of the observance of the code and to amending it on the basis of the proposals submitted. This is a set of ethical rules that Softman upholds and intends to abide by. For the employees of Softman S.A., it constitutes a standard of behaviour towards fellow-employees as well as towards superiors, customers, partners, and local communities when doing business and also when involved in business-related activities.

### **II. Mission of Softman**

Softman is committed to providing continuous methodological and technological support to our clients contributing to the fulfilment of their strategic, business goals by furnishing their software solutions, products and services of the highest quality, based on modern, state of the art technology.

### **III. Softman Values**

Softman cherishes universal values by fostering honesty, diligence and conscientiousness in the delivery of the tasks it is entrusted with, quality and innovation as individual goals the employees set themselves, free cooperation for the benefit of all, the building and maintenance of trust among co-workers and business partners, as well as respect, understanding and a willingness to help regardless of the position held in the company or diversity of opinions.

### **IV. Maintenance of the Highest Standards of Work**

Softman respects and maintains international standards regarding human rights as well as international standards of work, perceiving them as fundamental and universal. Moreover, Softman respects and executes labour law regulations as well as health and safety provisions and ensures that

employees are always treated in accordance with the requirements in force.

Finally, Softman respects the prohibition of discrimination based on: race, social status, ethnicity, religion, impairment, disability, sex, sexual orientation, political affiliation and views, age and marital status. The company guarantees freedom of conscience and religion as well as freedom of speech and opinions.

Softman promotes teamwork that is free from any prejudice and consciously derives strength from the values which are there to draw on and that stem from the diversity among the employees. In return, Softman makes every effort to ensure their employees fair remuneration paid regularly, development possibilities, stimulating challenges as well as very good conditions of work. Softman protects its employees' copyright and, with regard to international standards, respects their intellectual property as a personal good that should be free from any abuse.

Softman respects the prohibition of the following: the work of children below the age of sixteen, the use of corporal punishment, mental and physical coercion, insults and sexual harassment and considers the workplace as one which is free of such practices.

#### **V. Lack of Tolerance for Corruption, Fair Competition**

Softman observes the rules of fair competition and prevents bribery, illegal payments and corruption.

It is the duty of Softman employees to avoid any activity leading to a conflict of interests, namely receiving and offering presents as a part of business and commercial activity. It is forbidden to pay or to propose bribes or illegal services to state officials or to the representatives of political parties in order to make or to keep a transaction. Softman employees shall not derive benefits or assist in deriving benefits from opportunities which may arise as a result of using company information.

#### **VI. Partnership in Business**

Softman main principles are responsibility for its customers' success as well as respect and openness to their needs. Softman makes every effort to ensure that the IT solutions delivered correspond with the highest standards and customer requirements.

As far as contact with public sector customers (central and local government, community partnerships, treasury companies, public health centres) is concerned, the provisions of the Public

Procurement Act of 29 January 2004 (Journal of Laws, 2017 item 1579 with amendments) are applied. These provisions regulate the method of communication with the ordering person during the tender procedures, the scope of activities which can be undertaken by the parties to the procedure as well as the resources available for legal protection.

#### **IX. Ecological Awareness**

Softman follows the legal regulations regarding the protection of the natural environment. Softman makes every effort to limit the impact of its activities upon the natural environment by minimizing the exploitation of natural resources and the amount of waste resulting from current activities. Moreover, the company promotes an ecological lifestyle among its employees by supporting initiatives that encourage the active protection of the natural environment.

#### **X. Corporate Social Responsibility**

Softman has been deeply involved in social activities since its inception by supporting and promoting sport and advanced IT technologies.

#### **XI. Implementation and Enforcement**

All obscurities, ambiguities and problems related to the interpretation of the Code of Conduct should be submitted to the Management Board. Softman employees are encouraged to present any remarks or suggestions regarding the modification of the Code of Conduct.

**PREZES ZARZĄDU**

*Zbigniew Odrowąż - Sypniewski*

