



**CODE OF
ETHICS AND PROFESSIONAL
CONDUCT OF EKOPLAST LLC.**

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COMMITMENTS OF TOP MANAGEMENT

Integrity and honesty are the basis of the company Ekoplast. Trust of our customers and partners is the key to success as a company as a whole and each of its employees in particular.

As one of the industry leaders we must adhere to the highest standards of professional ethics. The Code of ethics and professional handling reflected the principles of our company are the same for all departments and employees.

The Code is a declaration of duties of Ekoplast to society, to its employees, and in its turn the employees to the company and to the community through the image.

The Code is a step towards better corporate governance which aims to ensure high standards of corporate governance practice and shorten the path of Ekoplast for entering new markets.

By implementation of the Code the company Ekoplast has the following positive results:

- ✓ formation of the desired corporate culture;
- ✓ understanding partners and staff of the mission of Ekoplast, its objectives, strategies and ways to achieve them;
- ✓ identify common values shared by leadership and staff of Ekoplast. The adaptation of new employees, review and acceptance of their shared values of the company.
- ✓ an effective system of internal and external communications.

Being freely available for acquaintance through the corporate website as well as freely available to all employees of the company – the Code is the one way to achieve information transparency and publicity of Ekoplast. It is the means of increasing the attractiveness and credibility side of society.

We appreciate the company's reputation, reputation of our clients and partners and the reputation of our own brands and brands of our clients and partners. We conduct business fairly, transparently and professionally.

We encourage an open corporate culture where each employee can openly share his ideas and share information, ask for the advice and tell about the problems.

As the executives of Ekoplast, we are committed to provide the management of the company in full compliance with the fundamental principles set forth in the Code and demand their performance from the side of the staff of Ekoplast in all departments. We are also committed to continuous improvement of corporate principles and are open to proposals for any part of the Code.



ABOUT EKOPLAST LLC.

Ekoplast LLC. is the Ukrainian manufacturer of products from polymeric materials.

The company was founded in April, 28, 2001. Its activity the company started from manufacturing of plastic garbage bags and in some years increased the assortment of household goods.

Since 2008 year the main activity of the company has been the production of cooking bags for baking foodstuffs and a few years later the production of clips from heat-resistant polymeric films.

Achieving goals, strategic and short-term, the most effective way – is the philosophy adopted by the company! At the same time our attitude towards others – fair, just as self – honest. And we all – staff, cohesive team of associates.

Advantages of Ekoplast LLC.

- ✓ We have our own designs, innovations and patents.
- ✓ Our products have been manufactured on the production line with the operational system of:
 - Quality management in compliance with the standards ISO 9001
 - Food safety management pursuant to the certification scheme FSSC 22000
- ✓ Our products comply with international standards of various countries.
- ✓ Production and storage capacities of our company meet the modern standards.
- ✓ Our company uses energy-saving technologies and cares about the environment.
- ✓ We have implemented a procedure to handle customer`s complaints that makes it possible to solve problems of product quality quickly and effectively and guarantee the avoidance of their recurrence.



RESPECT TO EMPLOYEES

We believe that the success and stability of our company is largely dependent on the professionalism of those who work in it. That is why our company recognizes its employees as its main competitive advantage and their property.

We respect each other and expect all employees of Ekoplast LLC. guided by a sense of personal responsibility. We employ competent motivated people who respect our values, which the company provides equal opportunities for development and career growth, protect their personal data and will not tolerate harassment and discrimination in any form.

Our company supports the principles on human rights:

- ✓ supports and respects the protection of human rights recognized by international instruments within its sphere of influence;
- ✓ ensure full respect for human rights.

Our company supports the principles of Labour:

- ✓ freedom of association and recognition of existing rights to collective bargaining;
- ✓ exclusion of all forms of forced and forced labor;
- ✓ current ban on child labor;
- ✓ exclusion of discrimination in employment.

Our focus is to support safe and healthy working environment, so for us it is very important to follow all laws and regulations of labor laws.

One of our principles is equal opportunity of employment for all employees and candidates, which means that there is no and shouldn't be any kind of discrimination or pressing in the company Ekoplast. It is not allowed to make a pregnancy test or other forms of medical examination (HIV) which can lead to discrimination. Our duty is to create a comfortable work environment where people feel respectful attitude towards themselves regardless of individual differences, talents and personal qualities.

Our goal is to work each employee assessed objectively, based on personal contribution to achieve the result.

Our company supports a culture where maximum use of the advantages of individual differences and the contributions of each. This means that we:

- ✓ welcome the differences between employees and use all the benefits associated with it;
- ✓ treat each other respectfully and objectively;
- ✓ maintain an atmosphere of trust, honesty and openness.

Our company strives to set an example of good human rights and is interested in promoting the improvement of social conditions is an important factor in ongoing development. We recognize the need for each to achieve a balance between personal and professional sides of their lives. We also respect the rights of employees to privacy. Therefore we ask to provide only the personal information required for business – processes of our company or required by law.



Our company respects the right on property and land of people, indigenous peoples and regions. All negotiations with regard to their property or land including its use and transfer shall be carried out on the principles of free, prior and informed consent, transparency and access arrangements. The company recognizes the right of ownership of land regardless of gender. When hiring it is conducted verification of legal purity of the candidate to identify and disclose the risks associated with land issues including involvement in terrorist and military groups having illegal claims to land ownership. It is provided zero tolerance with respect to land-grabbing in the company.



SEVEN PRINCIPLES OF BUSINESS MANAGEMENT

CONSUMERS		WORK CONDITIONS	OUR EMPLOYEES		SUPPLIERS	ENVIRONMENT
1	2	3	4	5	6	7
Communication with consumers	Product quality and safety assurance	Human rights in our business activity	Leadership and personal responsibility	Safety and health at work place	Relations with suppliers	Environment protection
Customer satisfaction evaluation. Code of ethics and professional conduct of Ekoplast LLC.	Quality and food safety policy of Ekoplast products. Program of economic sabotage and bioterrorism prevention.	Code of ethics and professional conduct of Ekoplast LLC.	Code of ethics and professional conduct of Ekoplast LLC.	Code of ethics and professional conduct of Ekoplast LLC. Industrial safety instructions.	Supplier assessment. Code of ethics and professional conduct of Ekoplast LLC.	Code of ethics and professional conduct of Ekoplast LLC. Ecological passport of the enterprise.



STRUCTURE OF EKOPLAST LLC. AND RELATIONS OF EMPLOYEES

The structure of Ekoplast LLC. and its departments is worked out by the heads of departments and approved by the director. The director of Ekoplast LLC. takes independent decisions on hiring and reduction of staff. The manager, negotiated with the new employee on behalf of Ekoplast, familiarizes each employee with the structure of the company Ekoplast. The company Ekoplast is open to its employees. It means for any employee that his executive is obliged to listen to his subordinate and respond accordingly.

If the executive is unwilling or unable to listen to his subordinate, the latter may apply to the top management.

Team work and efforts of all employees are the conditions for success. The company welcomes friendly staff relationships and contributes to maintaining a favorable social and psychological climate in the team. All disputes between employees are solved by their direct supervisor or in collaboration with the top executive.

Our company regards its staff as one of their most valuable assets. Staff participation in company's activity at all levels starts from the open exchange of views regarding certain aspects of business as well as the overall company's operation.

Our company welcomes and encourages staff constructive suggestions on changes or improvement of existing business practices.



USE OF THE CODE

The Code of ethics and professional handling of Ekoplast (hereinafter - the Code) sets out the basic moral-ethical and business principles and rules of conduct based on corporate values, which should be implemented in the daily activity of Ekoplast, promote enterprise development, goals achievement; sets standards of employees professional conduct, which are inherent in a highly professional activity of the world level company with colleagues, customers and society relationships.

The Code complements the existing, integrated in the enterprise, quality management and food safety system in accordance with international standards ISO 9001:2008 and certification scheme FSSC22000:2011, as well as all accepted and acting in the company politics, methods, work instructions and procedures.

The Code applies to all employees.

The company Ekoplast also tries to inform its business partners the basic principles of the Code and expects from its business partners that they will follow principles and standards of business similar to those set forth in this Code.

The Code requires every employee of the company in response to the trust and providing work, hereby take responsibility and carry out professional activities in the company so that it served to benefit the company.

The Code directs employees in situations of conflict, ethical uncertainties and other situations of moral choice, a means of social control moral character and professional conduct of the employee.

The main purpose of the Code is to define the standards of conduct and workers to achieve efficiency and comfort in the professional interrelations aimed at building financial stability and strengthen the company's image.

The company's management reserves the right to conduct regular audits on implementation by the employees the guidelines of the Code and the current policies of Ekoplast.

UNDERSTANDING OF THE CODE

Each employee of Ekoplast must read and understand for themselves the principles of the Code and abide by these principles in their work. Employees in leadership positions should also follow that all employees who are in their submission have been properly trained, fully understand and comply with its code of principles.

APPEAL FOR INSTRUCTIONS AND RECOMMENDATIONS

Our company adheres to a corporate culture that allows you to openly discuss issues of integrity and professional ethics. We provide staff assistance and guidance to a better understanding of the Code, and if they are faced with complex ethical issues, we help them make the right decisions.

FOR HONEST REPORTS OF VIOLATIONS MEASURE OF PENALTY DOESN'T APPLY.

Employees are encouraged to openly report any suspicion of violation of the Code. The company guarantees that none of the employees ever faced and will face in the future not with any form of influence or adverse consequences for having requested advice or good faith reported a violation of the Code.



APPEAL FOR INSTRUCTIONS AND RECOMMENDATIONS OR INFORMATION ABOUT VIOLENT

If the employee is in doubt in the interpretation of the Code or the possibility of its application in a particular case, he should discuss it with his executive, contact the department of human resources or the legal department of Ekoplast. Contact information of employees engaged in legal matters can be obtained from the office manager of Ekoplast. Employees can discuss any issues related to the Code, the manager of the staff.

If the employee is not possible or impractical to apply to his/her executive, then he/she can always address to the director of Ekoplast or the executive of senior management on issues of social justice. If employees become aware of a violation or suspected him of violation of the Code, he must report to the director of Ekoplast.

Each of the employees of Ekoplast, employees that have an employment relationship with the company Ekoplast, customers or suppliers, or third parties may contact the director of Ekoplast on matters relating to the Code, each of the following:

- ✓ **Box of applications and proposals (on the production at):**
Khmelnitskiy city, Prospect Mira, 99/1-B
- ✓ **Mail**
29017, Ukraine, Khmel'nitskiy, a/c №393
- ✓ **Electronic form:**
form of address via e-mail: info@ekoplast.ua
form of address on the website: www.ekoplast.ua
- ✓ **Phone/Fax**
+38 0382 63 70 81 or +38 0382 63 70 05
- ✓ **Senior executives on issues of social responsibility:**
Staff manager

When an employee appeals to the director of Ekoplast or representative of senior management on issues of social responsibility regarding violations of the Code - the information received is confidential and only used to address this issue. The person who reported the abuse, will be asked to state his name and leave his contact information. Anonymity of people reporting about violations is guaranteed and protected within the limits permitted by law.

In the concern of all violations of the Code, about which it will be announced, there will be held fair investigation. If necessary, the results of the investigation will be reported to the person who filed a complaint or report.

All of the identified violations of the Code are analyzed, conducted work to eliminate violations and prevent future occurrence. It is conducted work on the analysis of the effectiveness of measures to eliminate the violation.



CULTURE OF BUSINESS CONDUCT

PRINCIPLES OF BUSINESS ETHICS OF THE COMPANY EKOPLAST:

- ✓ **TRUST:** it is our core value, the foundation of our brand and reputation. Customers rely on our honesty and professional ethics, and we need to justify their trust and it should grow stronger every day.
- ✓ **HONESTY AND OPENNESS:** in all our actions and deeds we must be as honest with ourselves, their clients and colleagues. No circumstances justify the lies and deception.
- ✓ **RESPONSIBILITIES:** Every action or inaction has consequences. We understand the consequences of our decisions and not blaming the other for their actions.
- ✓ **PRINCIPLES:** we believe that the act impartially, fairly and with respect for others. We faithfully and honestly perform their work and guided adopted and in force in the enterprise mechanisms in the field of quality and food safety: regulation, methods, work instructions and procedures.

ASK YOURSELVES.

It is obvious that not all aspects of the business activities are governed by the laws and the requirements laid down in specific laws and regulations could significantly inferior to the fact that the company Ekoplast sets for himself. In such cases, before making any decision you should ask yourself the following questions:

- ✓ Do I consider that specific actions may be illegal or unethical?
- ✓ How does it look from aside if it was written about this decision in the press or if I told about it to my family and friends? Need I cheat and/or tell a lie?
- ✓ Could the proposed plan of action threaten my personal safety or health (safety) of other people?
- ✓ Could the proposed actions harm the company Ekoplast and its reputation?
- ✓ Is the operation carried out under the legal business?
- ✓ Do I follow to the accepted standards under the current system of quality management and food safety?

If these questions cannot be implicitly answer "Yes!" and you doubted the correctness of the decision, don't do what you were going to do. Ask for help and advice from your executive and then once again review the decision.

Any violation of the Code, even small, can damage the reputation of our company, which is unacceptable.



BUSINESS ETHICS REGARDING PROVIDED SERVICES AND FINANCIAL RECORDS

All services of Ekoplast must be carried out professionally and fairly, in accordance with the standards, practices and policies of the company in terms of quality and food safety. The company Ekoplast preserves independence and is not subject to pressures and incentives to change the results of the audit, certification or testing, or included in the report false information. All results of the audit should be properly documented in reports and certificates shall not be present or incorrect information, misleading.

All findings and results should be clearly written and should not be changed. The conclusions and opinions should be confirmed by reliable and accurate progress report prepared in accordance with the company's policy.

The information recorded in the accounts of Ekoplast must be accurate and objective, relevant and accurate. All transactions must be properly and accurately recorded, and the data should be confirmed by appropriate documentation.

All records must be stored in accordance with applicable laws and company policies Ekoplast.

ETHICS REGARDING MANUFACTURED PRODUCTS

The company Ekoplast produces and provides products, quality and food safety is constantly improving, and are safe for their intended use. Product quality, food safety and its compliance with the terms of the contract and safety of consumers who use it is a priority for our business.

All employees of Ekoplast involved in production, should follow these guidelines:

- ✓ producing products think of the end user and treat it the way you would like them to treat you. Always strive to make the best quality product, put only the most positive emotions in the production of each unit and to pay attention to small details;
- ✓ in production processes strictly follow the recommendations of the current system of quality management and food safety, procedures, work instructions and procedures, as well as company policies and Ekoplast. The quality and food safety;
- ✓ always observe personal hygiene, maintain cleanliness and order in the workplace. Procedure in the workplace - this is the order in thought;
- ✓ show solidarity, mutual assistance and mentoring for new employees, train them to enable the rapid transition of new employees to produce quality and safe products;
- ✓ always and in all adhere to the principles of lean production. The property of the company as their own. Remember that reasonable savings vehicles (including time) - improve the financial well-being of Ekoplast and hence the financial assurance officer that saved means;
- ✓ be interested in the production process does not restrict its area of responsibility only to their workplace. In case of violations of other members of the instructions of the current system of quality management and food safety or the Code - point them to these violations;
- ✓ remember that outside the production premises of Ekoplast the employee is the carrier's image and credibility of the company.
- ✓ guided by the principle: Quality is free of charge. Always best to do well the first time, than to recycle. Processing means loss of time, loss of productivity and loss of money.



CONSUMERS, CUSTOMERS, SUPPLIERS AND COMPETITORS

We remain committed to the tradition of free enterprise, and the legislation on which they are based. So, we need to define the laws that prohibit restraint of trade, predatory principles of economic activities, unfair or unethical business practices.

Our company carries out its policy in the field of business on the basis of a competitive and fair market practices. The company will never enter into any relationship with the competitors, including the signing of agreements, if such a relationship or arrangement may adversely affect or influence the markets in which the company operates.

Our company does not provide incorrect or deliberately misleading information about their services or opportunities, as well as deliberately disrespectful and misleading information about their competitors.

Our company does not collect sensitive information about their competitors by using illegal or contrary to business ethics means. Laws regulating competition are very complex and often vary in different jurisdictions. For advice it should be apply to the legal department of the company.

In work with consumers, customers, suppliers and competitors we will:

- ✓ always fulfill their commitments and obligations expect from their partners.
- ✓ interested in the ongoing development of our company and business partners.
- ✓ seek long-term and mutually beneficial cooperation and we believe that relationships with business partners, based on respect, trust, honesty and fairness, paramount to our success.
- ✓ focus on the needs of our customers and guarantee the high quality of our products and services, stability and consistency.
- ✓ value our reputation and strictly adhere to the norms and rules of business ethics and law.
- ✓ expect our business partners also maintain high standards of ethics.
- ✓ culturally sensitive countries and regions in decision-making and implementation of its activities.
- ✓ compete fairly. We do not accept and do not do illegal payments. We do not use unethical and unfair methods of influence on our partners or competitors, as well as not resort to the threat of their use.
- ✓ pledge to fully comply with the laws and regulations relating to the fight against legalization of illegally obtained funds. We work with clients and business partners who have a good reputation and are engaged in legitimate activities.
- ✓ provide full support for the company's external auditors.
- ✓ welcome the participation of employees and their families in the social initiatives of the company and create the necessary conditions for this.
- ✓ strive to build and maintain healthy, constructive and open, excluding conflict of interest, relationships with government agencies and government officials on a legal basis.



COOPERATION WITH CLIENTS

The most complete customer satisfaction is the most important task of Ekoplast so our employees must provide every customer with the best service, services and products, the quality of not only meet customer needs, but exceed their expectations.

Our main task is not only to attract customers but also to create conditions for long-term cooperation with them.

Loyal attitude towards the customer, creating favorable conditions for it is the key to long-term partnerships.

With any visitor employees must behave respectfully and cordially. There should be no situations where the client is in the office alone. The appearance of the client company employee Ekoplast must respond immediately. If the client has come to a specialist who is currently no need to politely redirect it, giving detailed explanations about who can solve the problem of the client.

For delays in customer service, as well as poor quality or inadequate professional service directly responsible business unit manager, who serves customers.

Customer service by the phone.

Impression of the company Ekoplast develops the client on the first call, so each employee must be able to competently communicate by phone.

It is unacceptable to ignore phone calls: not later than the third ring signal should be followed by the answer. Answering a phone call, you should politely say hello and introduce yourself to utter the name of the company Ekoplast. Telephone calls should be conducted in a loud clear voice, speech must be expressive, friendly.

If an employee who has the phone rings, serving presence of the client, a phone call is to answer some of his colleagues. A phone call should not be left unattended.

E-mail.

Email adopted as the official way to share information between employees of the company Ekoplast and with the environment. Employees of the company Ekoplast who use corporate e-mail, should take steps to ensure that their e-mail programs have been set up in such a way that:

- ✓ e-mail (including automatic read receipt / receipt) contain a signature that specifies: surname, name and patronymic of the employee, the name of the officer, the name of the company Ekoplast, contact numbers and if there is SKYPE of employee and/or the company Ekoplast, postal address of the company Ekoplast, the website address of the company Ekoplast, logo of the company Ekoplast.

- ✓ in response to letters received are automatically created and sent to the program "read confirmation" that include: date, subject, the first three lines of the original letter.

- ✓ when the employee on vacation or away from the workplace for more than one working day - set up automatic notification senders of e-mails and the absence of a specified period of absence, the employee performs the duties of the employee for the period of absence.

- ✓ response to a received e-mail must be given within 24 hours of receipt of the letter, if the meaning of a direct or indirect reference to the employee. If it is impossible to provide a comprehensive response within 24-hours - author of the letter should be reported period in which this response is granted. E-mails should not be left unanswered.

- ✓ employee who sent an email but did not receive a reply within 24 hours, re-send this email with the addition of a copy, in addition to the main recipient (MDL), additional director of the company by phone and e-mail informs the recipient about the retransmission.



CONFIDENTIAL INFORMATION

Working in the company Ekoplast, an employee may have access to confidential information. The confidential information is defined as any inside information which, if disclosed, might be of use to competitors, harmful to the company Ekoplast, our suppliers or customers.

Our company operates the **"Regulations on trade secrets and confidential information and its protection"**, approved by order of the director in the enterprise, apply to the activities of all employees.

Employees are obligated to protect confidential information Ekoplast and its business partners. It is forbidden to disclose confidential information to anyone outside the company Ekoplast (including family members), except in cases where there is a clear business need - to do it.

CONFIDENTIALITY

The company Ekoplast respects the right to privacy and protects confidential information of its customers and third parties, as well as taking the necessary steps to protect the information and prevent its accidental disclosure.

The company Ekoplast respects the privacy of its employees and will maintain the confidentiality of personal information. The company Ekoplast receives and stores personal data of employees, customers and business partners only to the extent necessary for the efficient operation of the business and to comply with legal formalities. No employee should have access to personal or confidential information, except in cases where such information is used for business purposes. Employees must maintain the confidentiality of the information the company Ekoplast and employees' personal data, not to disclose or discuss confidential information about the company's financial performance Ekoplast investment strategies, plans or customers. This obligation continues after termination of employment.

CONFLICT OF INTERESTS

GENERAL INFORMATION

Conflict of interests or potential conflict of interests should be avoided. Employees of the company Ekoplast should inform his executive if they feel that their personal interests or the personal interests of their close relatives or close friends may be contrary to the interests of the company Ekoplast.

A conflict of interests occurs when personal goals and personal gain employee may prevent him / her objectively, independently and impartially perform their duties. The same applies to family and close friends of employees of Ekoplast if their activities or personal interests conflict with the interests of the company Ekoplast.

A conflict of interests may occur for many reasons. In case of doubt about the possible conflict of interests, the employee should refer to the manual for recommendations.

Employees must immediately report in writing any potential conflicts of interests to his executive and refrain from making decisions as long as a conflict of interests exists.



CLOSE RELATIVES: DEFINITION

Close relatives of employees is a spouse or life partner, children, grandchildren, parents, grandparents, brothers and sisters, and daughters-in-law, and anyone who lives with the employee. If necessary, the company Ekoplast can add to the list and include other relatives taking into account local traditions.

MUST BE PRIOR APPROVED

Some potential conflicts of interests can be resolved by obtaining the prior consent and permission of the director of Ekoplast. They include:

✓ **employment in companies that do not belong to the company Ekoplast.**

Employment on extra work or work in a company that does not belong to the company Ekoplast, requires the prior written notification of the director and personnel manager. However, the following situations are not desirable:

- working for a company that is a client of the company Ekoplast, for which the employee performs services in the course of his/her current work in the company Ekoplast
 - work for the competitors company
 - work in a company engaged in the supply, goods or services for the company Ekoplast
- ### ✓ **hiring relatives**

For hiring relatives the employee of the company Ekoplast requires the prior consent of the director and personnel manager.

NOT ALLOWED

Employees of the company Ekoplast may not create a conflict of interests. They include:

- ✓ The use of official position for personal gain.
- ✓ The proposal to provide personal professional and consulting services to the client or potential client of the company Ekoplast.
- ✓ Creating competition to the company Ekoplast or work on competitors.
- ✓ Personal benefit or the benefit of relatives or other persons by abusing his official position in the company Ekoplast or using the access to information of the company Ekoplast.

Involvement as suppliers or subcontractors for Ekoplast companies in which the employee of Ekoplast or its close relative, directly or indirectly, has a financial interest, is not permitted, except in cases where:

- employee openly and honestly told the head of a potential conflict of interest;
- employees who are in conflict of interest is not involved in the procurement process.

All existing or potential conflicts of interests in professional or personal relationships should be impartial and detailed considered. As soon as you become aware of a potential conflict of interests, this should be reported to your executive.



USE OF COMPANY'S PROPERTY AND RESOURCES. CAREFUL TREATMENT OF COMPANY'S PROPERTY AND MEANS

Employees of Ekoplast must protect the property of the company that is under their control and make efficient use of means and resources of the company. It is prohibited to use the property and resources of Ekoplast for any personal gain and perform the work to any outside parties.

USE RESOURCES OF THE COMPANY

Computers, networks and electronic communication of the company, production equipment and tools must be used for professional purposes in accordance with company's policy. The company Ekoplast has the right to monitor and verify the use of the e-mail, Internet and other means of electronic communication (to the extent permitted by applicable law on protection of personal data) in case of suspicion of their misuse.

If the employee has access to the information systems of Ekoplast, he is obliged to follow the necessary precautions to prevent unauthorized access to the system. Employees should protect their passwords and other means of access.

Employees must not use or distribute outside the company Ekoplast programs provided to Ekoplast by license, use of illegally acquired software or distribute the original software media or unauthorized copies of software, that do not belong to the company or are not licensed.

Personal long distance and international calls from the phones of Ekoplast at the expense of the company are prohibited. The permission on execution of such calls must be obtained from the executive. The use of long-distance calls for personal use must be subsequently compensated by the employee.

The use of the office equipment and Internet for personal purposes without special permission of the executive is prohibited.

DELIVERIES

Employees of Ekoplast responsible for the procurement of goods and services from suppliers or selecting sub-contractors are required to carry out their duties with a single purpose - to provide for Ekoplast the best overall value of such goods and services taking into account the quality and reputation of the supplier. Where appropriate search competitive bids should be carried out to select a supplier or subcontractor. Ekoplast does not conclude the contracts with suppliers on the basis of personal preferences. It's forbidden to require of providing any personal benefits from the contractor or a person that is intended to offer services to Ekoplast.

BLIBERY AND CORRUPTION

Our company insists on honesty, integrity and fairness in all aspects of its activities and expects the same from our business partners and suppliers of materials, goods and services. Every employee of our company from which a bribe is demanded should immediately inform his executive or director of the company Ekoplast.



AWARDS FOR GETTING BUSINESS

Our company neither pays nor offers any illegal incentive remuneration for business in favor of the company Ekoplast.

AGENTS AND CONSULTANTS

Our company does not attract third parties to provide services at the suggestion of bribery, illegal commissions or "kickbacks" from its name.

Our company does not use the services of intermediaries, agents, consultants, partners, joint venture partners and contractors in cases when these partners can be involved in corruption or other illicit trade. Brokers and sales agents are not involved unless a preliminary due diligence to assess their suitability and consideration mediator does not correspond to the provided services. We have to try familiarizes mediators with the matter of the Code and the consent to work in compliance with its principles in all aspects of the relationship with the company Ekoplast. Employees of the company Ekoplast governing Mediators are responsible for ensuring compliance with this Code of Mediators.

NO ADVERSE EFFECTS IN CASE OF REFUSAL TO PAY A BRIBE

An employee of our company **cannot be punished** for refusing to pay a bribe, for refusing to participate in corruption or failure to pay facilitation payments.



POLITICAL AND SOCIAL ACTIVITIES, DONATIONS

Executives of Ekoplast consider that it's important to work for the benefit of society and encourage the participation of its employees in social activities.

We pledge to continue informing the public and reporting the different points of view on matters of public concern that may affect the company Ekoplast. To devote his/her time, money, resources of a political or social activity is purely personal and voluntary decision of each member of our staff.

Protecting the interests of the company Ekoplast before the state bodies and participating in political life we strictly adhere to the rules and requirements of the legislation.

POLITICAL CONTRIBUTION

Our company complies with a policy of neutrality with regard to political processes in the country in which it operates. The company Ekoplast has no contribution of funds or resources to any political parties, electoral officials or candidates for public office and does not support any political campaigns.

DONATIONS

Contributions of Ekoplast to charitable organizations or direct investments of Ekoplast to non-profit programs in areas in which it operates (including emergency relief during natural disasters, funding for education, health care, research and other non-profit investments) subject to prior written approval by the director of the company Ekoplast.

Approval of any charitable contributions to influence the actions of public officials or third parties to provide improper benefits to Ekoplast is not allowed.



PRESENTS OR ENTERTAINMENT

GENERAL PRINCIPLES

In our business decisions are based only on objective criteria, so we never donate or offer, directly or indirectly, anything valuable to third parties, including government officials, political parties or candidates in order to influence the decision of officials of these persons or to gain an advantage illegally.

Gifts or hospitality for government officials are highly regulated and often prohibited. Such gifts and events can take place only if approved by the director. Gifts or entertainment for customers or suppliers, or, conversely, on their behalf, should not in any way affect the decision-making and even create the appearance of such influence. For each business gift or entertainment events should be justifiable business purpose; it must comply with the legislation, policy and donor recipient of company policy, as well as policies of your subdivision/department. If the policy of your subdivision/department allows business gifts, they must have a nominal value and frequency. The cost and frequency of the organization of dinners and entertainment events involving customers and suppliers must be reasonable and not contrary to the principles established by the company Ekoplast or your subdivision/department.

Gifts, hospitality and activities are not allowed and will not be accepted if they affect or create the possibility of undue influence on business decisions.

Gifts, hospitality and events should not go beyond normal business relations. It is necessary to avoid any representational activities that could damage the reputation of our company. The following rules clarify compliance with any standards of behavior expected of employees of the company Ekoplast.

OFFERS OF PRESENTS TO THE EMPLOYEES OF THE COMPANY EKOPLAST

Employees of the company Ekoplast should never accept from suppliers and customers: cash, gratuities, loans or gifts in money from persons who have or are likely to have dealings with the company.

Employees involved in decisions on the supply or selection of suppliers must not accept personal gifts offered by suppliers or potential suppliers. Participation in regular information and entertainment events, including trade fairs and similar professional events organized by suppliers, is allowed with the approval of senior management and reporting of participation.



ENVIRONMENT PROTECTION, HEALTH AND WORK SAFETY

ENVIRONMENTAL PROTECTION

Our company demonstrates a responsible attitude towards the environment: we strive to minimize the impact of industrial activity on the environment by using socially responsible, scientifically based and economically feasible methods. We strive to participate in programs to save, recycling and energy conservation, the purpose of which is to keep air and water clean, reduce waste and rationally use the natural resources of the planet.

Our company adheres to the principles of programs and methods for the management of the activities of an environmentally safe manner.

In its activities, the company practices continuous development, which aims to reduce waste, reduce greenhouse gas emissions, reducing water consumption, environmental protection and restoration, preventing deforestation.

In addition, the company Ekoplast:

- ✓ implements principles, programs and practices aimed at protecting the environment in all areas as integral controls with all its functions;
- ✓ the development and operation of the equipment and in the conduct of activities takes into account the need for efficient use of materials and electricity, protection of resources, minimize adverse impacts on the environment and reducing waste as well as the need for safe disposal;
- ✓ respects and complies with applicable laws and regulations in the field of environmental protection;
- ✓ improves measures to protect the environment, necessity of which is because of the company's activity.

HEALTH AND SAFETY

Our company is committed to the prevention of accidents, injuries and diseases associated with the work and protection of our employees, contractors and all third parties working with us.

Employees of the company Ekoplast must notify the person who is specified in the instructions of an accident at work or a case of pollution in accordance with the requirements of the company Ekoplast and the current legislation. No employee will be penalized for reporting an accident or an accident which resulted in the contamination occurred.

EMERGENCY PREPAREDNESS

Our company carries out work aimed at constant readiness for emergencies. The company has procedures for informing and evacuation of workers, regularly conducts training activities in emergency situations and briefings. All working areas of the company are provided with the appropriate kit for first aid, means to detect and extinguish a fire.



THE COMPANY'S POLICY ON HIV/AIDS

Ekoplast LLC. cares about its employees.

The purpose of this policy is to inform employees about HIV/AIDS through training and provision of confidential advice and tips to employees affected by HIV / AIDS. In the absence of the possibility of obtaining the necessary consultation company Ekoplast will provide all employees additional information and hold training programs. At the earliest opportunity, similar consultations may be provided to the families of employees. Ekoplast LLC. will apply for assistance in this matter to recognized organizations and advisory groups with the principle of strict confidentiality of information.

The purpose of this policy is to ensure the confidentiality of information to employees about the possibility of testing, screening, confidentiality and equal opportunity in employment.

The company's policy in the field of HIV / AIDS is based on the "Code of practical rules of the International Labour Organization on HIV/AIDS and the field of work" (2006).

The company's policy in the field of HIV / AIDS aimed at addressing HIV/AIDS in two ways:

1. Reducing the risk of employees and their families through educational programs that provide information about how HIV and AIDS are transmitted and how to prevent possible contamination;
2. Provide assurance that working with local authorities, the company Ekoplast can promote special medicines to the diseased employees of Ekoplast, as well as their families.

Confidentiality

The company Ekoplast strictly adheres to the principle of confidentiality of any information about HIV/AIDS status and state employees. In the absence of the possibility of obtaining the necessary consultation company Ekoplast will provide all employees additional information and to hold training programs. If this is possible and reasonable, similar consultations will be provided to the families of employees.

Thus, the company Ekoplast shows respect for the privacy of any employee when working with information relevant to issues such as counseling, care, treatment and receipt of benefits.

In order to determine the effectiveness of actions in the field of health personnel, and planning actions in the field of human resources, it may be necessary to obtain a realistic assessment of the situation with regard to HIV / AIDS in the company Ekoplast. Such an assessment will be carried out on a voluntary basis, with the information received will be considered confidential. The company Ekoplast guarantees that such information will not contain instructions (link) on the person living with HIV / AIDS.



Voluntary disclosure of the information.

When an employee informs his boss or the company about their health status or their status of HIV / AIDS, he should be given support; it must listen carefully, writing down the main stages of the conversation.

If management or personnel manager of Ekoplast not previously possessed such information, they should provide guidance and assistance to employees in meeting their needs, but only after the consent of the employee.

Each individual case will be reviewed and adjusted individually in order to meet the balance between the needs of the employee and business needs.

Non-discrimination.

The company Ekoplast encourages voluntary testing, does not require new or hired workers get tested or delivery of analyzes to HIV/AIDS, unless it is a requirement of the legislation of Ukraine or the respective country in which the company Ekoplast supplies manufacturing. In such cases, the company Ekoplast is obliged to apply to all employees infected with care and attention.

If an employee feels that he has been discriminated against because of their HIV / AIDS status, it can use an existing company Ekoplast internal complaint procedure. The company Ekoplast will implement the necessary corrective and disciplinary measures.

Moderate choice of activity areas.

The company Ekoplast attaches great importance to this principle. Employees with a positive HIV/AIDS status, have the right to continue to do their work in the company, if they are able to perform their duties in a satisfactory manner.

The company Ekoplast takes measures to create appropriate conditions for employees living with HIV/AIDS. These measures may include a change in the schedule of work, provision of special equipment, the organization breaks, providing a break for a medical examination, allowing absent from work on the basis of a certificate of incapacity, in the case of chronic diseases, the establishment of part-time work and the return to full employment.

HIV/AIDS infected employees can continue to work and rely on the provision of equal opportunities in education, promotion, promotion, discipline and other social welfare.

The company Ekoplast would not dismiss an employee solely on the basis of his/her HIV/AIDS status.

In the event that the health status of an employee infected with HIV/AIDS, prevent the fulfillment of his official duties and, if alternative options such as, if alternative options, such as the extension of the possibility of absence from the workplace on the basis of disability-sheet or a certificate of temporary incapacity, were tested, the employment relationship between the employee and the company Ekoplast may be terminated in accordance with anti-discrimination and labor laws and in accordance with policies and procedures of the company Ekoplast.



Medical examination

The company Ekoplast does not require job applicants or employees already employed by the disclosure of information related to HIV/AIDS, unless such requirement is not required by law.

Employees who wish to determine their HIV/AIDS status may be examined on a voluntary basis, subject to completion of informed consent documents, as well as the passage of pre-and post-test counseling.

Risk management

The company Ekoplast will strive to provide safe and healthy working conditions, including the use of precautionary measures, and the acquisition and maintenance of protective equipment and equipment for first aid.

Training

The company Ekoplast also believes that education and information are essential factors for prevention and treatment of HIV/AIDS. The company is making efforts to provide appropriate training programs aimed at the prevention of AIDS, treatment and support. Данные программы разрабатываются и реализуются совместно с представителем трудового коллектива.

First aid for the prevention of HIV infection.

First aid for the prevention of infection is provided in accordance with the current instruction company Ekoplast - "Instructions for first aid in order to prevent HIV infection."

Revision policy.

The current policy will be revised and supplemented, if necessary, or in the case where this is caused by the need to some research in this area.



RELATIONS BETWEEN EMPLOYEES

Business relationships are built in the company so as to:

- ✓ establish relationships with staff, based on trust, honesty and integrity;
- ✓ ensure respect for basic human values, aspirations and correct behavior;
- ✓ ensure privacy of employees;
- ✓ comply with applicable data protection rules;
- ✓ form the employee a sense of belonging to the company;
- ✓ encourage continuous improvement of employees through education and training at all levels of the organization;
- ✓ treat each employee with respect, not to limit the dignity of man, to avoid physical or sexual abuse or humiliation of employees in that whatever form;
- ✓ prevent the use of forced labor and involuntary prison labor.
- ✓ treat every employee with respect, not to limit the dignity of man, to avoid physical or sexual abuse or humiliation of employees in that whatever form;
- ✓ prevent the use of forced labor and involuntary prison labor.

NON-DISCRIMINATION

Employees of Ekoplast should be evaluated in accordance with their work skills, qualifications, behavior and the level of performance of their duties. The company Ekoplast in its policy of official relations based on the principles of equal opportunity regardless of race, color, sex, religion, political opinion, social origin, age, and health status (disability). Do not discriminate on the above criteria.

INTIMINATION, BULLING AND SEXUAL HARASSMENT

Any form of abuse in the workplace, including sexual harassment and bullying, intimidation is prohibited. Sexual intentions, request for sexual favors or inappropriate physical contact are not allowed in the company. It is expected that all employees should treat their colleagues at work with respect. Employees should always show respect and honesty in relationships with colleagues at work, leadership. This rule also applies to employees of customers and suppliers, as well as to the entire executive staff customers and suppliers.

BAN ON THE USE OF CHILD OR FORCED LABOR

Our company is opposed to all forms of exploitation of children.

Our company does not employ people if they are under the age of 18 years old.

Our company does not attract any form of slave labor; does not resort to the sale or trafficking of children; does not use forms such as debt bondage, or slavery, forced labor. Under no circumstances shall the company Ekoplast does not use any form of forced labor.

RESPONSIBILITY SUPPLIERS AND SUBCONTRACTORS COMPANY REQUIREMENTS

Our company does not use subcontractors or suppliers who use forced or child labor, and in connection with the latter, the company uses a moderate practice inspections and monitoring to ensure that suppliers and subcontractors to properly comply with the specified requirements of the company.



INTELLECTUAL PROPERTY

The company Ekoplast protects its intellectual property and respects the right of other companies to protect their intellectual property.

Thanks to the work of their employees, which generate valuable new ideas, the company Ekoplast constantly improves the quality of goods and services, improving manufacturing processes, developing innovative strategies. Intellectual property provides the company an advantage over their competitors and therefore it must be protected from unauthorized dissemination and use.

There are many different forms of intellectual property of the company Ekoplast, including processes, routings, specifications, design decisions, procedures, methods of operation, market and marketing strategies, customer information, pricing model and the cost calculations and the like. Employees mustn't disclose, copy or use this intellectual property, in addition to the intended use.

Employees must observe the same precautions with respect to intellectual property clients.

Our company does not knowingly violate the copyrights of others. Using unlicensed software use or reproduction of copyrighted material without permission or bypassing the existing patent is prohibited.

EXTERNAL RELATIONS

Employees have no right to speak on behalf of the company Ekoplast discuss or disclose any relating to the company Ekoplast information to the media, as well as to make any public statements on behalf of the company Ekoplast if they do not have this permission.

Letterhead of the company Ekoplast, emails, and other materials shall not contain personal view on the subject of religion and politics, as well as any information that could lead to a contradiction, if such thoughts and such information may be attributed to the company Ekoplast.

When participating in online discussion forums and social media employees Ekoplast must act in accordance with this Code.

COMPLIANCE WITH LEGAL REQUIREMENTS

Our company complies with the laws of the countries in which it operates. Various aspects of the company Ekoplast may be regulated by different laws. Employees need to know the rules applicable to the company Ekoplast and to them as individuals. In case of any doubt it is necessary to consult with the legal staff of the company Ekoplast. **Ignorance of the law is no excuse.** In cases when this Code or company policy of Ekoplast provides for more stringent standards than the requirements of applicable law, employees are subject to more stringent standards. In case of any difficulty in solving the conflict between the Code and applicable laws, employees seek appropriate instructions.

In the course of the company Ekoplast by regulatory agencies or government officials, employees can be directed to written or oral requests for information concerning the company Ekoplast. In case of requests for information or documentation staff should consult with legal staff of the company Ekoplast.



EMPLOYEES RECRUITMENT

Employee, member of the team of professionals can be a person whose values are consistent with the values of our company. The employee must have professional experience, education, personal qualities relevant requirements of the post, and allows it to be successful at work.

Competitive selection is carried out by using both internal resources as staff rotation, and external: recruitment agencies, employment agencies, public employment service, the Internet, etc.

In order to improve the efficiency recruitment of multi-level selection practiced interview.

HR manager at the request of the heads of departments of the company Ekoplast is looking for staff and the formation of a data bank of experts in the labor market with specialties in demand in the company; selects candidates for vacant positions, including diagnostics specialists.

Search for employees in positions that are now open, accompanied by the simultaneous development of appropriate job description drawn up and approved by the Head of the company Ekoplast.

Hiring of the staff is on a competitive basis. The total period of the competition should not exceed two months from the time of completion of the prescribed application form.

Decision to accept the job held head unit searching for employees, in consultation with the HR manager and director.

REGULATING OF LABOR RELATIONS

Proper execution of the employment relationship between the employee and the company Ekoplast is a guarantee of social security personnel in the future.

Applying for job candidate provides HR manager the following documents:

- ✓ passport;
- ✓ document on education;
- ✓ insurance certificate - a plastic card pension insurance (if any);
- ✓ individual tax number (as a reference);
- ✓ military identity card (for man);
- ✓ medical record or medical certificate of preliminary medical examination (if necessary).

When applying for a job candidate provides autobiography, statement, photo, etc. documents in accordance with HR administration.

Employment agreement in the form as ordinance must be signed with employee, signed by the director and employee.

By enrolling in the state of each employee is fully tested safety training, fire safety and other necessary procedures at the relevant employees of the company Ekoplast.

It is forbidden to require employees to pay, to the obtaining of the workplace. Also, employees are not required to pay bail in connection with employment.

ORDER OF PROBATION PERIOD

The purpose of probation is to verify compliance specialist work that is entrusted to him directly in the work environment. The more clear goals set before hired employees, the easier it will be adapted to the company Ekoplast and more objective



result will be a trial period. Management of the company Ekoplast confident that a trial period - two-way process. Trial period to determine the professionalism of the staff, and employee - to determine compliance with its tasks own interests, their ability and willingness to adopt and implement corporate culture Ekoplast.

Immediate supervisor hired employees shall appoint a curator (office staff, who has worked there for at least 1 year), introduces the new employee with the legal and working standards adopted by the company Ekoplast.

Adopted by the employee has the right to appeal to the HR manager of the company Ekoplast on any issues, according to his competence. Also, when is new employee applying for a job is scheduled mandatory regular meetings with the personnel manager of the company Ekoplast on adaptation.

Immediate supervisor assesses the activities of employees and concludes, "has passed the probationary period" or "not passed the probationary period." The conclusion is consistent with the leaders who work closely with the employee.

Output goes that the probation ended successfully to the HR manager no later than one week before the end of the probation officer. HR manager prepares output for the director of Ekoplast.

With a negative result of probation, on the official notes of the department supervisor, the employment contract terminated with the employee, according to the Labor Code of Ukraine cen. 28 on the results of probation p. 1 of art. 36 the parties agreed.

A positive result of probation employee continues to work in the company Ekoplast while, according to the employment ordinance.

EDUCATION (TRAINING, RETRAINING AND QUALIFICATION) OF STAFF

Teaching staff at all levels is a necessary condition for the development of staff as a whole and helps to strengthen the competitive advantage of the company Ekoplast.

Education is a motivating factor for the employee:

- ✓ as an essential attribute of career advancement;
- ✓ as part of the compensation package;
- ✓ as part of the corporate culture;
- ✓ how to improve the professional ranking employees of the company Ekoplast.

Organization of training is the responsibility of the personnel manager of the company Ekoplast and other authorized to these employees.

Training of personnel is carried out in several ways, depending on the category of staff:

- ✓ individual and group training managers;
- ✓ target training units;
- ✓ skills development;
- ✓ development of related professions.

The program of training must include issues relating to social responsibility: knowledge and understanding of the provisions of the Human Resources Code, hiring and firing, disciplining, the prevention of discrimination. Binding are also safety issues in the workplace, fire safety, environmental protection. Learning outcomes are documented. The analysis of the effectiveness of training is on a periodic basis.

In order to study the training needs annually held in February of bidding for the current academic year. A program and budget for training is on the basis of applications, it is approved by the director.



BUSINESS ASSESSMENT OF EMPLOYEES

The purpose of business is to assess the most efficient use of personnel potential Ekoplast. Evaluation of the employee's immediate supervisor helps to articulate an opinion about it. In addition, it enables senior management to better assess the ability of the immediate supervisor and the employee. Also, business valuation provides employees with the opportunity to correct the vision of their business qualities and quality of performance of official duties.

Personnel manager of the company Ekoplast develops graphics, mechanisms and methods of assessment activities for their employees.

All employees of the company Ekoplast at least once a year are in the process of business appraisal in order to confirm their professionalism and expertise, as well as demonstration of professional growth.

The main criteria for the evaluation are:

- qualifications of staff;
- qualitative and quantitative results achieved by them in the performance of official duties;
- observance of labor discipline.

The result is an assessment of the business:

- opinion on the compliance officer position;
- recommendations on possible ways to deal with the areas of employee;
- enrollment in the talent pool (for internal recruiting);
- changes in the position;
- increase or adjustment in wages;
- reviewing incentives and remuneration system.

REMUNERATION OF EMPLOYEES

Remuneration of the staff of Ekoplast is based on the principles of objectivity, the individual contribution of the employee to the achievement of the company Ekoplast. Each employee has a right to know the individual procedure and criteria for calculation of his salary. The procedure of calculation and wages are not negotiable between employees Ekoplast.

Revision of the remuneration of staff can be initiated his immediate supervisor on the basis of the success of the activities of the employee being evaluated by the results of its work during the probationary period, during the term of the employment contract, based on the results of this procedure to assess the business. But specific changes in the remuneration of staff are made in consultation with the personnel manager of the company Ekoplast and after consultation with the Director.

The company Ekoplast has the right to differentiate wages for professionals involved in the implementation of such works and occupy positions equal in status. The basis for this differentiation is the qualification of the expert, the success of this procedure to assess the business and labor productivity.

The company Ekoplast statements and acts "Regulations on awarding employees."



INCENTIVES AND PENALTIES

For the faithful performance of official duties and the achievement of specific, high performance in work, increasing productivity and product quality, innovation and other accomplishments that contribute to efficient production and financial performance of the company Ekoplast employees can be encouraged.

Promotions:

- ✓ gratitude
- ✓ bonuses

Promotions are made by order of the company, the employee and the team announced and entered in the work book.

When successful, and staff performance can be further encouraged at the expense of the company Ekoplast:

- ✓ promotional gifts to the memorial or anniversary date.

For non-performance or improper performance of duties to the employee may be subject to the following penalties:

- ✓ reprimand
- ✓ dismissal

INSURANCE AND SOCIAL COMPENSATION

Employees of the company Ekoplast subject to all kinds of compulsory state social insurance and pension insurance in accordance with the applicable law.

Payment of temporary disability, confirmed the presentation of sick leave shall be in the manner prescribed by the Labor Code of Ukraine.

HOLIDAYS

Annual leave is provided for refreshment and recreation. Employees should not use paid leave for part-time work in other organizations. Each new employee has received the right to leave (24 calendar days) after six months of continuous work in the company Ekoplast. By agreement of the parties to the employee unpaid leave may be granted until the expiration of six months.

Employees working in the company Ekoplast more than a year, the annual leave shall be granted in accordance with the schedule of the next holiday.

Annual paid leave is granted to employees of 24 calendar days.

Before leaving on vacation, but not later than 14 working days before it (in case of urgent need, not later than 3 working days), the employee shall submit an application to the head of department, who puts his visa application and transmits the HR manager. Then created ordinance and the necessary information for payroll transfer responsibility for salary accountant.

The next annual leave is paid in the manner prescribed by the Labor Code of Ukraine.

It is not allowed to replace the vacation days by monetary compensation. Compensation for unused leave is paid only in the case of termination.

The duration of maternity leave and paternity leave is 126 and 1095 days, respectively, unless otherwise provided by applicable law.



TERMINATION OF EMPLOYMENT

Termination of employment contract is possible only in cases stipulated in the Labour Code of Ukraine.

STAFF WORKING TIME

Start time for all employees of Ekoplast is indicated and arranged according to order of the director or the Regulation on the department in which the employee works.

In order to start their working day time (to prepare the workplace and prepare yourself), the employee must be at work for 5 minutes before the official start time of the day. Coming to work after the official start of the day is late.

If it is impossible to come to work on time employee should inform your line manager or HR manager of the company Ekoplast about the problems in advance or at the latest within two hours of the start of the working day. Absence from work during working hours more than three hours without good reason and warning about this to their immediate supervisor or the HR manager of the company Ekoplast - is considered absenteeism.

Systematic late employees to work cause disciplinary punishment and are violation of labor discipline. Systematic delay may be use as grounds for refusal of further cooperation of Ekoplast with the employee for systematically violation of labor discipline. In an increasingly competitive to attract customers can only impeccable service. When required the employee out of the office, the client does not receive the required level of service and as a result - the company Ekoplast cannot meet the needs of the client. Thus, if one employee was late, ten employees are idle without work.

Being late, you're working for a competitor!

Being late, you do not respect not only yourselves but also the executives and colleagues!

A dinner break is 60 minutes and is established by a special order of the head of each division of the company Ekoplast depending on the specifics of the unit and exigency. Lunch breaks in office employees must be installed so that in the office was always staff that can answer the phone, provide information, advice. In special situations, the start and end of work, lunch break may be postponed by management and is given as the corresponding order.

Weekend and holidays in the company Ekoplast meet with national normative acts.

APPEARANCE OF EMPLOYEES

Employees are a company Ekoplast for customers, so the image of each individual employee, his behavior in the workplace and work with clients and partners of the company Ekoplast depends on the company's image Ekoplast and, ultimately, its commercial success.

Employees should come to work, with the appearance corresponding to the image and reputation of the company Ekoplast. Therefore, the management company Ekoplast formulates several general requirements for its employees:

- ✓ every employee should look neat, with combed hair. Men should be clean-shaven or have a neatly trimmed mustache / beard;
- ✓ clothes - neat, clean and ironed; for certain categories of staff (production area, warehouse, administrative and economic service) - work clothes;



- ✓ in winter and off-season footwear employees should be free of dirt. It is unacceptable to be at work in street clothes, as well as headgear (other than the operating instructions need to use special clothing);
- ✓ it is unacceptable for the employees who has direct contact with customers to be in causing clothes.

WORKPLACE

Order, cleanliness, neatness office and workplace create a favorable impression of the company Ekoplast. Try to create maximum comfort for the client themselves and employees. The company welcomes the individual style of the workplace, if it does not contradict the image of the company Ekoplast. Order, cleanliness, neatness office and workplace create a favorable impression of the company Ekoplast. Try to create maximum comfort for the client themselves and employees. The company welcomes the individual style of the workplace, if it does not contradict the image of the company Ekoplast.

In the workplace is forbidden to play computer games and other and engage in foreign affairs, not related to service issues. In the workplace is forbidden to eat. The exception of drinks (tea, coffee, water, etc.), candy, cookies, unless prohibited by the operating instructions, acting on the object. Meal is carried out in a specially designated place.

Documents, trade secrets of the company Ekoplast as well as other things, documents, objects and materials, use or disclosure of which by third parties (including regulatory agency) can lead to damage to the company Ekoplast should not be on workplace employees and accessible to unauthorized persons.

At the time of the day the employee is strongly recommended to set your mobile phone to "vibrating alert" or lower ringer volume to a minimum. Mobile phones are governed by the guidelines for the individual objects.

SMOKING AND ALCOHOL DRINKING AT WORKPLACE

Smoking and alcohol use in the workplace is prohibited. The company Ekoplast welcomed a healthy lifestyle. Smoking is allowed only in designated smoking areas.

Drinking alcohol in the workplace during working hours, including a lunch break, and not during working hours is strictly prohibited.

Direct business unit manager is personally responsible for compliance with these requirements and the requirements of fire, health, safety, the safety of furniture, equipment and facilities in the room.



MEETINGS AND CONFERENCES

Management of the company Ekoplast holds regular meetings and conferences to ensure rapid exchange of information in the company. About time, place and agenda of the next meeting, as well as the composition of the participants, according to the Secretary of the meeting participants to be in electronic form.

Employees must come to the meeting and the meeting time. Employees that miss meetings and conferences, or those who are late for them, may be subject to disciplinary action.

The organizers of meetings and conferences should have a pre-designed regulation protocol.

All participants must be prepared in advance of the meeting on the subject. In the discussion of problems, you should use the principle of constructive criticism: the discussion of any matter should implement a system of clear argumentation of his vision and offer options for its decision. It is necessary to try to explain the complex available, just briefly, to be able to listen actively. It is necessary to respect the opinions of others at least his, to be able to accept a compromise solution.

Employees in the conference room, as well as in the principal's office, come without mobile phones but with diaries.

RESPONSIBILITY FOR COMPLIANCE WITH THE STANDARDS OF CONDUCT

All employees are required to demonstrate responsible and ethical treatment, always follow the principles of the Code, consistently implementing them in their daily work. Managers at all levels are required to clearly implement the provisions of the Code in their work and serve as a model for other positive behavior: set high ethical standards and stick to them, forming a strong culture of communication and encouraging actions consistent with the Code.

This Code cannot provide exhaustive answers to all questions. Therefore, we must rely on the integrity and common sense. In uncertain situations welcome any calls for help in solving doubts. Your supervisor, manager, staff or experts of the legal department will respond to all questions of interpretation of the Code.

Violations of the Code will be considered by the director and, if necessary, will be unveiled.

ADDITIONS AND CHANGES OF THE CODE

This Code is developed taking into account the current changes within the company Ekoplast and beyond it.

The Code may be supplemented and amended by decision of the director.