

Workplace and human rights policy at Vitrintec Sp z o.o.



Vitrintec Sp. z o.o. is a leading manufacturer of aluminium and glass wall systems based in Poland. This Policy relates to conduct at work and the protection of human rights while performing that work. It is based on a universal set of values that apply to the people living all over the world, wherever we offer our services. With our product range, we focus on those areas of human rights that we have identified as a priority for our company and the glass/aluminium industry.



Purpose

At Vitrintec Sp. z o.o. we firmly believe that all people should be treated fairly and with respect and that human rights are the inalienable rights of all individuals, regardless of their race, colour, religion, gender, age, physical or mental disability, nationality, sexual orientation, gender identity and/or expression, genetic information or any other fact that makes us different. This Policy is consistent with the fundamental principles of the UN Universal Declaration of Human Rights and the UN Guiding Principles on Business and Human Rights, as well as the OECD Guidelines for Multinational Enterprises, which should strengthen our commitment to respect all internationally recognised human rights in accordance with the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work.

We are committed to involving our stakeholders in the implementation processes of this Policy.

Our stakeholders

We participate in complying with this Policy because we strongly believe in its relevance and it includes all stakeholders within our area of influence as a company: employees of the company and its affiliates, business partners (suppliers and sub-contractors) and members of the local communities in which we live and work.

Our employment policies and practices are designed to ensure that all employees are treated fairly and with equal respect. Our actions in this regard are built on a mutual respect.

We are committed to working with business partners, suppliers and contractors whose views on human rights align with ours and whose business conduct is guided by principles consistent with the content of this Policy, as well as those set out in our Code of Ethics and Business Conduct.

We are proud to be active members of our local communities. We engage in local community activities and participate in selected citizens' organisations allowing us to maintain an open dialogue with the residents of the city in which we operate (Kielce) about the potential impact of human rights issues on the communities within which we operate. For more information on topics related to our operations, refer to the aforementioned Code, which is available at vitrintec.co.pl.

Children and young employees

In accordance with basic principles as well as national and international laws, we do not employ children or support the use of child labour. We promote the creation of educational, training and apprenticeship programmes related to formal education for young people, as well as internships, apprenticeship programmes and scientific co-operation with technical universities. We also support the dual system of education in Poland focusing on such activities implemented in our city and province, according to the principle 'think globally act locally'. We care about both education and active, healthy free time activities for children and young people: this is our priority.

Forced labour and modern slavery

We believe that people should work in a place because they want to, not because they are forced to. We do not use prison labour or exploit the instruments of forced labour, debt work, slavery or any form of servitude.

Equal opportunities

We recognise, respect and accept all cultural differences that exist on the global marketplace. Our aim is to attract talented people, develop co-operation and retain the best people from all cultures and social groups, based on their skills and not on their race, gender, religion, sexual orientation or belief.

Health and safety

We conduct our business in a way that does not affect people in a harmful way. We respect the environment. We are committed to continuous improvement in order to reduce the number of accidents at work to the maximum possible extent. We are committed to complying with all applicable laws and regulations relating to safety, health and environmental protection. We demonstrate this obligation by comprehensively implementing the safety and environmental procedures and training that we provide for our employee teams.





Remuneration and benefits

We make every effort to ensure that our employees receive a competitive salary sufficient for a decent living, based on the salary assessment made in the local labour market. We provide competitive remuneration and benefits proportionate to industry standards, and ensure that salaries meet or exceed the so-called minimum wage. Our remuneration principles are clearly communicated to employees and are fully compliant with all applicable laws.

Employment relationship and working hours

Vitrintec Sp. z o.o. complies with all applicable labour and employment laws and regulations, including in particular those relating to working hours, working conditions and adequate remuneration.

Relations with local communities

As part of our Policy, we respect the cultures, customs and values of the people in the communities we operate in and consider their needs, concerns and aspirations, including their right to give free and informed consent to the provision of services. We take the obligations of being a socially responsible company seriously and strive to have a positive impact on the local communities in which we live and work.

Prohibition of discrimination and inhuman treatment

We are dedicated to maintaining a fully professional, safe and discrimination-free working environment and to ensuring that every employee is treated fairly and with dignity. We have a zero tolerance approach to any kind of bullying, discrimination, harassment or sexual harassment. No employee shall be subjected to physical, sexual, psychological or verbal harassment, abuse or intimidation in any form. Vitrintec Sp. z o.o. prohibits retaliation against anyone who made a complaint about such a violation in good faith.

Training and communication

Vitrintec Sp. z o.o. notifies employees about this Policy and its accompanying guidelines through established internal communication channels. The company's employees have access to the other relevant policies and are appropriately trained in the application of this Policy as part of their employment.

Guidance and reporting

Every employee of Vitrintec Sp. z o.o. shall comply with this Policy and is accountable for any actions taken in the workplace. The Policy is implemented at all levels of management within the organisation. We support our employees in making the right decisions. Therefore, we have established the Vitrintec Sp. z o.o. Code of Ethics and Business Conduct to help them better understand the company's policies, the intended directions of their actions and the company's mission. Compliance with all applicable regulations contained within the aforementioned Code is mandatory, however, the regulations alone do not define our ethical business practices.

At Vitrintec Sp. z o.o., we value open and honest communication and encourage all employees to provide their feedback in a constructive manner, including through anonymous communication channels, without fear of retaliation. If an employee suspects that applicable workplace laws and/or company policies have been violated, they may report such concerns to management, Human Resources, or through anonymous communication channels. Each report will be investigated and, if appropriate, corrective action will be undertaken to address the issues reported.

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at Vitrintec Sp z o.o.

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