



**ETIČNI KODEKS
PREDILNICE LITIJA d.o.o.**

**CODE OF CONDUCT
OF PREDILNICA LITIJA d.o.o.**

October 2019

Uvod

Ta etični kodeks (v nadaljevanju "kodeks") je zaveza PREDILNICE LITIJA d.o.o. in njenih zaposlenih, da bodo ravnali v skladu z njegovimi načeli. Je orodje, ki nas usmerja k odgovornemu in skrbnemu obnašanju v vseh pogledih, še posebej pa s socialnega, okoljskega in etičnega vidika.

Upoštevanje kodeksa kot tudi najvišjih moralnih in etičnih standardov skupaj z dobrimi poslovnimi praksami nam omogoča ustvarjanje pozitivnega vzdušja med zaposlenimi, poslovnimi partnerji in drugimi. Cenimo naš bogato zgodovino in tradicijo, na kateri je bil zgrajen ugled našega podjetja, zadovoljne stranke in zaposlene, strokovno znanje, ustvarjalni duh in timsko delo. Z uresničevanjem teh načel rastemo v svojem poslanstvu nenehnega razvoja in izboljševanja podjetja PREDILNICA LITIJA d.o.o.

Področje uporabe

Kodeks velja za vse zaposlene. PREDILNICA LITIJA d.o.o. pričakuje, da bodo tudi njeni dobavitelji, ponudniki storitev in drugi poslovni partnerji spoštovali načela tega kodeksa.

Kodeks je skupaj s politiko zagotavljanja kakovosti, politiko trajnostnega razvoja, politiko družbene odgovornosti in okoljsko politiko osnova za naše operativne dejavnosti. Upoštevanje načel in smernic tega kodeksa je moralna obveznost in poklicna dolžnost vsakega zaposlenega v podjetju PREDILNICA LITIJA d.o.o.. Neupoštevanje in nespoštovanje kodeksa lahko privede do disciplinskega postopka.

Zaposleni v podjetju PREDILNICA LITIJA d.o.o. morajo upoštevati zakonodajo in predpise države, v kateri poslujejo. Kodeks določa najnižjo stopnjo odobrenega ravnanja.

Generalni direktor podjetja PREDILNICA LITIJA d.o.o. je odgovoren za komuniciranje in sporočanje teh vrednot in načel zaposlenim ter za izvajanje načel v ravnanju podjetja.

Introduction

This CODE OF CONDUCT (hereafter "Code") is a commitment of PREDILNICA LITIJA d.o.o. and its employees to act in accordance with its principles. It is a tool that directs us to act in a responsible and attentive manner in all regards, and especially from social, environmental and ethical perspectives.

Embracing the Code as well as the highest moral and ethical standards together with good business practices enable us to create a positive atmosphere among employees, business partners and others. We highly appreciate our rich history and tradition, by which a distinguished reputation has been built, and value satisfied clients and employees, professional knowledge, creative spirit and teamwork. By implementing these principles we grow in our mission of the continuous development and improvement of PREDILNICA LITIJA d.o.o.

Applicability

The Code applies to all employees. PREDILNICA LITIJA d.o.o. also expects its suppliers, service providers and other business partners to comply with the principles laid out in this Code.

Together with the Quality Assurance Policy, Sustainable Development Policy, Policy for Social Accountability and Environmental Policy, the Code is the basis for our operational activities. Observing the principles and guidelines of this Code is the moral obligation and professional duty of every employee of PREDILNICA LITIJA d.o.o.. Failure to observe and comply with the Code can lead to disciplinary proceedings.

Employees of PREDILNICA LITIJA d.o.o. must follow and observe the legislation and regulations of the country in which they operate. The Code sets the lowest level of approved conduct.

The General Manager of PREDILNICA LITIJA d.o.o. is responsible for communicating these values and principles to employees, as well as for implementing the principles in the company's conduct.

Odličnost

PREDILNICA LITIJA d.o.o. zagotavlja kakovostne izdelke. Zavezujemo se, da bomo svojim strankam, poslovnim partnerjem in regulativnim organom zagotavljali poštene in pravočasne informacije o naših izdelkih. Naše poslanstvo, ki je razvoj in proizvodnja preje, izvajamo z lastnim inovativnim pristopom in s prenosom razvoja na področju vlaken in tehnologije v končne izdelke. Gradnja dolgoročnih poslovnih partnerstev nam omogoča izboljševanje znanja o različnih področjih tekstila.

Pravičnost in prepoved goljufije ter korupcije

Delujemo in sodelujemo pošteno v obeh smereh, v notranjih in zunanjih odnosih. Poslovne odločitve temelijo na najboljših interesih podjetja PREDILNICA LITIJA d.o.o. ne glede na osebna poznanstva ali osebne predsodke. O morebitnem navzkriju interesov je potrebno obvestiti upravo in s tem povezane osebe izključiti iz postopka odločanja.

Vsakšna goljufiva ali koruptivna dejanja so prepovedana. Zaposleni ne smejo sprejemati daril, ugodnosti, uslug ali plačane zabave, ki bi lahko vplivali na objektivnost in strokovno presojo zaposlenih. Prav tako PREDILNICA LITIJA d.o.o. ne ponuja nagrad ali drugih koristi svojim poslovnim partnerjem z izjemo občasnih simboličnih ali promocijskih daril manjše vrednosti.

PREDILNICA LITIJA d.o.o. ima nevtralno stališče do vseh političnih kandidatov in političnih strank. Ime ali viri podjetja PREDILNICA LITIJA d.o.o. se ne smejo nikoli uporabljati za promocijo interesov političnih kandidatov ali političnih strank.

Zaposleni morajo varovati zaupne informacije, označene ali zaupne že po njihovi naravi. Osebe, ki imajo dostop do notranjih informacij, se zavedajo ravni zaupnosti in občutljivosti takšnih informacij. Zaupnih podatkov, zlasti občutljivih poslovnih informacij, tehničnih podatkov in komercialnih informacij, brez predhodne odobritve ni dovoljeno uporabiti za osebno uporabo niti jih razkriti tretjim osebam. Ta obveznost velja tudi po prenehanju zaposlitve v podjetju PREDILNICA LITIJA d.o.o.. Razkritje občutljivih in zaupnih informacij ali trgovanje na njihovi podlagi je

Excellence

PREDILNICA LITIJA d.o.o. provides quality products. We are committed to providing fair and timely information about our products to our clients, business partners and regulatory authorities. We implement our mission to develop and produce yarns through our own innovative approach, and through the transfer of developments in the areas of fibres and technology into the final products. Building long-term business partnerships helps us improve our knowledge of different fields of textiles.

Fairness and the Prohibition of Fraud and Corruption

We collaborate in a fair manner in both directions, in our internal and external relations. Business decisions are based on the best interests of PREDILNICA LITIJA d.o.o. , irrespective of personal acquaintance or personal prejudice. Any potential conflict of interest must be reported to the management and the related person(s) excluded from the decision-making process.

Any fraudulent or corrupt acts are prohibited. Employees may not accept gifts, benefits, favours or entertainment that could influence or appear to influence the objectivity and professional judgement of employees. In the same way, PREDILNICA LITIJA d.o.o. will also offer no rewards or benefits to any business partner except occasional, symbolic or promotional gifts of small value.

PREDILNICA LITIJA d.o.o. holds a neutral position with regard to all political candidates and political parties. The name or resources of PREDILNICA LITIJA d.o.o. may never be used to promote the interests of political candidates or political parties.

Employees must keep safe classified or by nature deemed confidential information. The persons who have access to internal information are aware of the confidentiality levels and sensitivity of such information. Confidential information, particularly sensitive business information, technical data and commercial information, may not be exploited for personal use nor disclosed to any third party without prior approval. This obligation continues to apply even after termination of employment at PREDILNICA LITIJA d.o.o.. The disclosure of sensitive and confidential information or dealing on its

prepovedano in lahko povzroči pravne postopke zoper podjetje in posameznika, ki podatke razkrijejo.

basis is prohibited, and can result in employment and legal procedures against the company and the individual disclosing the information.

Družbena odgovornost

Podpiramo odgovornost zaposlenih do njih samih in njihovih družin ter jih spodbujamo k uravnoteženem življenjskem slogu. Zagotavljamo varno in zdravo delovno okolje. Delo je treba opraviti odgovorno in varno, tako da življenje in zdravje ne bosta ogrožena. Zaposleni (in obiskovalci) ne smejo delati ali biti prisotni v delovnem okolju pod vplivom alkohola ali drog.

Zavezani smo nenehnemu izobraževanju in usposabljanju zaposlenih s ciljem omogočiti njihov poklicni in osebni razvoj. Redno izobraževanje in usposabljanje v zvezi z zdravjem in varnostjo pri delu, požarno varnostjo in zaščito lastnine so obveznost delodajalca (organizirati) in zaposlenih (se jih udeležiti). Vsak zaposleni je dolžan obvestiti nadrejene o morebitnih pomanjkljivostih ali nevarnostih v delovnem okolju in procesu.

PREDILNICA LITIJA d.o.o. ne dovoljuje nobene oblike nezakonitega, prisilnega ali neprostovoljnega dela, neprostovoljnega dela zapornikov niti otroškega dela v podjetju in ne dopušča nobene oblike trgovine z ljudmi ali kakršnih koli poslov, ki bi olajšale trgovino z ljudmi. Vsaka vrsta diskriminacije je prepovedana. Spoštujemo dostojanstvo, osebno integriteto in zasebnost vsakega posameznika. Vse obravnavamo enako ne glede na njihov narodni ali družbeni izvor, raso, spol, zdravje in invalidnost, vero ali prepričanje, starost, spolno usmerjenost, družinske razmere, članstvo v sindikatu ali druge osebne okoliščine.

Delovni čas mora biti v skladu z veljavnimi nacionalnimi zakoni in predpisi, kolektivnimi pogodbami tekstilne industrije in ustreznimi konvencijami Mednarodne organizacije dela. Plače in ugodnosti, izplačane zaposlenim med izpolnjevanjem pogodbe, ne smejo biti pod zakonsko določenimi minimalnimi plačami ali pod ustreznimi določbami kolektivnih pogodb o plačah, ki so zakonsko zavezujoče.

Spoštujemo človekove pravice, kot so opredeljene v nacionalno in mednarodno priznanih načelih in smernicah. Delujemo v skladu z vsemi zakonskimi predpisi in standardi, ki se nanašajo na človekove pravice v naši državi. Vse oblike nadlegovanja in trpinčenja na delovnem mestu so prepovedane. Vsi zaposleni imajo pravico sodelovati v sindikatih ali podobnih organizacijah

Social Responsibility

We support the responsibility of the employees towards themselves and their families and encourage them to lead a balanced lifestyle. We provide a safe and healthy working environment. Work must be carried out in a responsible and safe way, so that lives and health are not endangered. Employees (and visitors) should not work or be present in the working environment whilst under the influence of alcohol or drugs.

We are committed to the continuous education and training of our personnel with the aim of promoting their professional and personal development. Regular education and training related to health and safety at work, fire safety and property protection are the obligation of the employer (to organise) and of the employees (to attend). Every employee is obliged to inform their superiors about any shortcomings or dangers in the working environment and process.

PREDILNICA LITIJA d.o.o. does not allow any form of illegal, forced or compulsory labour, involuntary prison labour nor child labour in the company, and does not tolerate any form of human trafficking or any business that would facilitate human trafficking. Any kind of discrimination is prohibited. We respect the dignity, personal integrity and privacy of each individual. We treat everybody equally regardless their national or social origin, race, sex, health and disability, religion or belief, age, sexual orientation, family situation, trade union membership or other personal circumstances.

Working hours must be in accordance with the applicable national laws and regulations, collective bargain of the textile industry, and the relevant ILO conventions. The wages and benefits paid to employees during fulfilment of the contract must not be below the statutory minimum wages or below the relevant provisions of collective wage agreements made binding by law.

We respect human rights as they are defined in nationally and internationally recognised principles and guidelines. We operate in accordance with all legal regulations and standards related to human rights in our country. All forms of harassment and ill-treatment in the workplace are prohibited. All employees have the right to form, join or refrain from participating in trade unions

zaradi kolektivnih pogajanj, se jim pridružiti ali se sodelovanja vzdržati.

Smo odgovoren član družbe, ki aktivno prispeva k gospodarski in družbeni rasti skupnosti na lokalni in državni ravni ter njenemu širšemu okolju s sodelovanjem in prispevki v projektih, ki spodbujajo napredek na področju športa, znanosti, izobraževanja in kulture ter pomagajo varovati naravno okolje.

or similar organisations for the purpose of collective bargaining.

We are a responsible member of society, which actively contributes to the economic and social growth of the community, both locally and statewide, and its broader environment by participation and contribution in projects promoting advances in the fields of sport, science, education and culture, and helping to protect natural environment.

Odgovornost do okolja

PREDILNICA LITIJA d.o.o. deluje v skladu z okoljskimi predpisi in sledi evropskim in svetovnim smernicam glede ravnanja z okoljem. Skrb za okolje je zajeta v naši politiki trajnostnega razvoja in okoljski politiki. Zavezani smo varovanju okolja in trajnostnemu razvoju, vključno z odgovorno rabo vseh virov, zmanjšanjem porabe energentov in zmanjšanjem vplivov naših dejavnosti, izdelkov in procesov na okolje.

Environmental Responsibility

PREDILNICA LITIJA d.o.o. complies with environmental regulations, and follows European and global guidelines on environmental management. We are attentive to the care for the environment according to our Sustainable Development Policy and Environmental Policy. We are committed to protecting the environment and to sustainable development, including the responsible use of all resources, reducing the consumption of energy products and reducing the environmental impact of our operations, products and processes.

Dokumentiranje in poročanje

Accurate accounting and reporting

PREDILNICA LITIJA d.o.o. se zavezuje k zagotavljanju natančnosti finančnega poročanja in sporočanja podatkov. Vse finančne transakcije se evidentirajo v skladu s splošno sprejetimi računovodskimi standardi, ki jih vsebuje veljavna zakonodaja.

PREDILNICA LITIJA d.o.o. is committed to ensuring accuracy in financial reporting and the communication of data. All financial transactions are recorded in accordance with universally accepted accounting standards contained in the applicable legislation.

Obveščanje o kršitvah

Notification of infringements

Če ste seznanjeni z dejanji, ki so v nasprotju z določbami tega kodeksa, vas prosimo, da svoje pripombe sporočite pravnemu oddelku PREDILNICA LITIJA d.o.o. Pri prijavi domnevnih kršitev se lahko odločite za razkritje svoje identitete ali ostanete anonimni. V nobenem primeru prijava kršitev v dobrì veri ne bo povzročila posledic za prijavitelja. PREDILNICA LITIJA d.o.o. se zavezuje voditi postopke na pregleden in učinkovit način in si prizadeva za reševanje vseh sporov na pravičen način in pravočasno.

If you learn of actions that are contrary to the provisions of this Code, we ask you to communicate your observations to the legal department of PREDILNICA LITIJA d.o.o. When reporting alleged infringements, you may choose to reveal your identity or remain anonymous. In no case will reporting infringements in good faith result in consequences for the person concerned. PREDILNICA LITIJA d.o.o. is committed to leading the procedures in a transparent and effective way, and endeavours to resolve all disputes in a fair and timely manner.

Informiranje in komuniciranje

Ta kodeks je na vpogled z možnostjo tiska na strani
www.litija.com

Information and Communications

This Code may be viewed and printed at any time online
at www.litija.com.

VELJAVNOST

This Code of Conduct was published in October 2019.

VALIDITY OF THE CODE

Kodeks je bil objavljen v oktobru 2019.

Gašper Lesjak

General Manager of PREDILNICA LITIJA d.o.o.

