



Company Code of Conduct

We act ethically and professionally In our work, in accordance with the Code of conduct and in such a way that we do not damage the reputation of TKI Hrastnik, d.d. When performing our tasks, we strictly observe the Constitution of the Republic of Slovenia, the international conventions in force, the legislation, as well as the safety and technical regulations and any other regulations that relate to our field of work. In the company, we take into account the expertise, the abilities and the knowledge and skills of employees, regardless of their gender, age, nationality, race, skin colour, state of health, religious or other beliefs, education, social status or sexual orientation.



We respect

THE HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS

We respect the human rights and fundamental freedoms, which already have a special place in the Constitution of the Republic of Slovenia. We also respect the Universal Declaration of Human Rights as well as any rights protected by the law, and all of the international documents in the field of human rights.

DISCRIMINATION

We guarantee equal rights and opportunities for all individuals in all procedures. Any job vacancy candidates and all employees are treated in line with the principles of equality and fairness, based on their individual characteristics and criteria. Male and female workers receive equal pay for the work of equal value.

LABOUR EXPLOITATION OF CHILDREN, FORCED LABOUR AND MODERN SLAVERY

We do not allow the labour exploitation of children and we respect the valid legislation on the prohibition of child labour. Neither do we allow any form of forced labour or modern slavery.

FREEDOM OF OPINION, SPEECH AND ASSOCIATION

We respect the employees' right to freedom of expression, speech and association, as long as these do not interfere with the respective employee's working obligations and do not conflict with the Code of conduct of TKI Hrastnik, d.d.

RIGHT OF ASSOCIATION

We respect the applicable legislation governing the freedom of assembly and association, as well as the formation of interest groups.

A photograph of a business meeting. In the foreground, two hands are clasped together over a stack of documents on a table. In the background, two people in business attire are seated at the table, looking at the documents. The image has a light blue tint.

We care about

THE FIGHT AGAINST BRIBERY AND CORRUPTION

We do not allow or tolerate any form of bribery or corruption. When carrying out our tasks, we never promise, offer or give benefits to our business partners or to any other person, that are not permitted by regulations, this Code of conduct, any other internal company acts or the principles of ethics.

MONEY LAUNDERING AND THE FINANCING OF TERRORISM

By consistently implementing the relevant regulations and good practices, we ensure that our company avoids being used as a means for money laundering, while at the same refraining from carrying out any transactions involving money or assets of illegal or suspicious origin. We operate in accordance with the Prevention of Money Laundering and Terrorist Financing Act.

DONATIONS AND SPONSORSHIPS

We do not make any donations or enter into any sponsorship contracts that could damage the company's reputation or its business position.

FINANCING OF POLITICAL ACTIVITIES

TKI Hrastnik, d.d. does not donate to political organizations, political parties or individual politicians.

PREVENTION OF RESTRICTIONS OF COMPETITION

On the market, we operate fairly and do not abuse our market position. When communicating with competitors, we respect the competition legislation and regulations in force. We are aware that any collusion with our competitors or coordinated action with them is illegal.



We appreciate

CUSTOMER SATISFACTION

The quality of our products and services as demonstrated by the satisfaction of our customers is a key element of the company's business and development. Our business success and further development depend on how successfully we achieve to meet the expectations in this regard.

COMMUNICATION

We communicate in such a way as to use our time as effectively as possible, adhere to the agreed deadlines and respect the mutual agreements. We use all of the electronic means of communication available, thereby not forgetting interpersonal relationships. We always treat our interlocutors with respect.

COMMUNICATING ON SOCIAL NETWORKS

Even when using social networks, we respect the rights and fundamental freedoms of every individual. We do not spread bigotry on social media, regardless of the content we are discussing.

PUBLIC RELATIONS

Only the management or authorized employees can communicate with the media and the company shareholders, in accordance with the principles of truthfulness, the unity of information and transparency.

We improve



SAFETY AND HEALTH AT WORK

We ensure a healthy and safe working environment, addressing the threats of any accidents and injuries at the workplace, reducing and eliminating their causes. Our employees regularly participate in trainings related to health and safety at work. To further an orderly working environment, we have started to assess the adequacy of the working environment, including carrying out inspections to ensure safety and prevent accidents.

SECURITY

A security service is tasked with ensuring security and performs specific tasks regarding the reception of customers. The security guards perform the security-related tasks in accordance with the Private Security Act. The company uses video surveillance to monitor the entrances and exits to and from the plant. The headquarters building is equipped with an anti-burglary alarm system. The visitors are not allowed to move around the factory area unaccompanied.

RESPONSIBILITY TOWARDS THE ENVIRONMENT

All employees and visitors should act and bear responsibility for a clean environment. The Rules on internal order in the area of TKI Hrastnik, d.d. (as published on the website), should be respected. All closed spaces of the protected area of the plant are non-smoking only. Smoking by external contractors and visitors is exceptionally allowed only at the main entrance to the plant at the entry-exit point, in a specially marked place. Rules are set up for separate waste collection, which employees and visitors should observe.

ECOLOGY

Handling the environment aspects and preventing the risk of accidents form an integral part of the company management. When making business and strategic decisions, we consider environmental goals, which are enforced by planning and implementing the environmental programs and by monitoring and measuring the environmental impacts. On 23 March 2016, in accordance with the Safety report drafted and the rules of procedure of the Safety management system, we obtained the environmental permit, numbered 35492-5/2015-10.



We protect

ETHICS

We advocate a high level of ethics, as only in this way we can build trust between business partners. We are proud that our company has successfully been in business for almost 160 years, encouraging an increased sense of belongingness, creativity and willingness to work hard also among its employees.

DATA PROTECTION

The personal data of employees, any business secrets and other confidential information of TKI Hrastnik, d.d. are protected from access by unauthorized persons. We protect any personal data in accordance with the valid Rules on the Protection of Personal Data. We guarantee the protection of personal data to both our employees and all our business partners.

TRANSPARENCY OF FINANCIAL OPERATIONS

We consistently use the relevant accounting guidelines in drafting the accounting statements. The accounting estimates are prepared according to the principle of prudence and good management. The annual reports present a true and fair picture of the company's assets and the results of its operations.

COMPLIANCE WITH ALL LAWS AND REGULATIONS

We act in accordance with all of the relevant legislation and any other regulations that apply to our activities. We also comply with our internal policies.

PROTECTION OF BUSINESS SECRETS

We treat all specifications and information related to business matters and personal data as strictly confidential. We use the specifications and information only for fulfilling our obligations within the framework of the business cooperation and do not disclose or issue them to third parties in any way, either directly or indirectly, without written consent.

THIRD PARTY INTEGRITY

We expect our business partners to conduct their business honestly and reliably, to comply with all of the relevant legislation in the field of corruption prevention, the personal data protection, the protection of the competition and the environment. We also expect them to respect human rights and to act honestly, responsibly and fairly, as well as to comply with our standard requirements for working conditions, including the health and safety requirements, the environmental protection and management regulations.
