

## NDC Group s.r.o. a NDC Group Czech s.r.o.

---

The management of NDC Group s.r.o. and NDC Group Czech s.r.o. focuses on the quality of services provided and a pro-customer approach in order to ensure professional services and consultancy, while ensuring adequate conditions for environmental protection and pollution prevention, ensuring conditions for occupational health and safety, as well as information security and compliance with social responsibility standards and anti-bribery principles.

In order to fulfil the set out principles, the companies have established management systems in accordance with the relevant standards:

- ISO 9001:2015,
- ISO 14001:2015
- ISO 45001:2018
- ISO/IEC 27001:2014
- ISO 37001:2016
- SA 8000:2014

The management of the companies declares this supplier policy based on the principle of cooperation with reliable and proven business partners. In particular, the supplier policy requires suppliers to:

- Fulfil contractual obligations, comply with all applicable laws and regulations, and conduct business in a fair and ethical manner and within the framework of valid competition.
- Maintain confidentiality and secrecy, protect personal information and process it in accordance with legal requirements.
- Manage risks and opportunities that may affect quality of products and service and information security.
- Ensure the required competence and qualifications of its employees, as well as other personnel.
- Maintain awareness among employees and other personnel about the requirements of this policy and other mandatory obligations.
- Monitor the activities of its suppliers and to ensure compliance with the established requirements.
- Take care of the prevention of environmental pollution and consistently separate the individual components of waste from their operational activities, as well as their ecological disposal.
- Ensure adequate occupational health and safety conditions for employees and other personnel and apply preventive measures to avoid possible accidents and harm to health.
- Treat all employees and other personnel with dignity and respect and exclude any form of discrimination, unequal treatment, harassment, cruel or inhuman treatment.
- Comply with legislative requirements regarding working hours, leave, overtime and holidays.
- Employ personnel only on the basis of contracts concluded in accordance with the applicable legal regulations, pay them the agreed wages and make the correct social security and health insurance contributions.
- Not to use any form of child labour or forced labour, and to provide increased protection for underage employee, pregnant employee, nursing female employee and employed birthmothers up to the end of the ninth month after childbirth from performing risky and prohibited work.
- Not to directly or indirectly offer, pay, solicit, or accept any improper payments, such as bribes or illegal gratuities, in any form.
- Avoid conflicts of interest between the private activities of employees and other persons acting on behalf of other companies and their activities within the scope of their work tasks.

- Comply with all local requirements and limits, including those of business partners, for reporting and providing gifts and hospitality.
- Apply the principles to help detect suspicious activities, including criminal convictions, money laundering and terrorist financing, such as securities fraud and market manipulation.
- Accurately and honestly record and report all business transactions in accordance with legal requirements.

This policy is applicable to all contractual suppliers who commit themselves by written contract to comply with these requirements.

This Supplier Policy was discussed and approved by the management of the company in Prague on 1 April 2023.



Vladislav Štefaňák  
CEO



Martin Anderle  
COO