



# Requirements for suppliers



## Introduction

Bearing in mind the impact of the Company on local communities and the environment, JAS-FBG SA takes proactive measures to mitigate the negative effects of its operations. Continuous improvement of its operational processes, engaging in initiatives for stimulating the community, support of educational centers are just some of the implemented projects.

Following the applicable national and international laws as well as procedures implemented in the framework of the Company's Integrated Management Systems (ISO 9001, ISO 14001, ISO 22000) is equally important.

We require that all employees of JAS-FBG S.A. comply with the Code of Ethics, build positive relationships with our clients and suppliers and always report any irregularities to the management of the Company.

We challenge ourselves and we also expect our suppliers to respect the general terms and conditions of cooperation specified in this document.

"Requirements for JAS-FBG S.A. suppliers" are made available to all stakeholders on the Company's website and are subject to review if necessary (e.g. in chase of changes to the legislation).

Detailed terms and conditions of cooperation and selection of suppliers are set out in internal procedures of Integrated Management Systems and are subject to annual audits conducted by external certification bodies.

## 1. General requirements

JAS-FBG S.A. expects its suppliers to be transparent in conducting their business and to act in accordance with broadly understood business ethics.

When establishing cooperation and during the cooperation, we require reliable performance of the contractual obligations and transparency of financial operations.

We expect suppliers to be accountable to their stakeholders for the results of their decisions.

## 2. Compliance with the law

## Requirements for JAS-FBG S.A. suppliers

Suppliers of JAS-FBG S.A. are obliged to respect national and international law in every aspect of their activity (primarily considering taxes, financial operations, personnel policy, environmental protection).

- 2.1. In terms of personnel policy, in particular we require:
  - 1) No use of child labor.
  - 2) Equal opportunities when hiring employees and during the employment. All forms of discrimination against employees and candidates for work based on sex, religion, race, sexual orientation, political views, age etc. disqualify the supplier.
  - 3) No use of forced labor.
  - 4) Counteracting all forms of mobbing
  - 5) Complying with the law regarding minimum wages and duration of working time.
- 2.2. Suppliers shall be obliged to avoid all forms of corruption and bribery.
- 2.3. Suppliers shall undertake activities aimed at eliminating the negative impact of their operations on the natural environment and shall be obliged to fulfill all legal obligations in the scope of environmental protection.
- 2.4. Suppliers shall be required to provide fair information about the products and services they offer.
- 2.5. Suppliers shall avoid any activities related to money laundering and terrorism financing.
- 2.6. Suppliers shall assure safe working conditions for employees and provide them with regular training in Occupational Safety and Health. Suppliers shall undertake activities aimed at minimizing the risk of accidents and incidents.
- 2.7. As part of the cooperation with JAS-FBG S.A., suppliers shall avoid situations where a conflict of interests may arise.
- 2.8. Suppliers of JAS-FBG SA shall be obliged to protect confidential information entrusted to them by the Company.
- 2.9. Our suppliers shall be obliged to protect personal data in accordance with applicable law.
- 2.10. Suppliers shall respect employees' rights to create and participate in trade unions.
- 2.11. Suppliers of JAS-FBG S.A. shall be obliged to observe intellectual property rights.
- 2.12. Any situations that could lead to a conflict of interest, arising during the cooperation, must be immediately reported to the Company.
- 2.13. Suppliers are required to comply with environmental law. In particular, they should strive to minimize the negative consequences of their business operations - minimize CO2 emissions, strive to minimize the consumption of electric energy and water. They should monitor their impact on the environment.

### 3. Assessment of suppliers

## Requirements for JAS-FBG S.A. suppliers

The assessment of suppliers is carried out in accordance with the procedures of Integrated Quality Management Systems and is subject to external audits.