

Date: 06.06.2025

Code of Conduct

1. Introduction: At Metalchem Kft., we believe that ethical conduct and integrity are the foundation of long-term success. This Code of Conduct outlines the professional and ethical standards expected of all employees, officers, directors, contractors, and third-party partners who act on behalf of the company. It is designed to promote lawful, respectful, and responsible behaviour in all aspects of our work.

2. Scope: This Code applies to all employees and representatives of Metalchem, Kft., regardless of role or location. It must be always observed when conducting business or representing the company.

3. Core Values and Principles

- **Integrity:** Always act honestly and fairly.
- **Respect:** Treat colleagues, clients, and stakeholders with dignity and professionalism.
- **Accountability:** Take responsibility for your actions and decisions.
- **Compliance:** Adhere to all applicable laws, regulations, and internal policies.
- **Transparency:** Communicate openly and truthfully.

4. Workplace Behaviour

- Discrimination, harassment, or bullying on any basis, including race, gender, religion, disability, age, or sexual orientation, is strictly prohibited.
- Maintain a professional work environment that fosters inclusion and collaboration.
- Conflicts of interest must be avoided or properly disclosed and managed.

5. Gender Equality and Equal Opportunity

- Metalchem Kft. is committed to promoting gender equality across all levels of the organization. This includes:
- Equal access to career opportunities and promotions
- Equal pay for work of equal value
- A workplace free from gender-based discrimination, harassment, or bias
- We support a diverse and inclusive workforce where individuals are recognized and rewarded based on merit, not gender or identity.

6. Continuous Training and Development

- We believe that regular training is key to both individual and organizational growth. All employees are encouraged and expected to:
- Participate in regular **professional development** activities relevant to their roles
- Attend **health and safety training** to ensure personal and collective well-being
- Stay informed about compliance, ethical standards, and operational best-practices
- Training opportunities will be provided and supported by the company as part of our ongoing commitment to excellence and safety.

7. Confidentiality and Data Protection

- Protect confidential information, including business data, intellectual property, and personal data.
- Do not share sensitive information with unauthorized parties.
- Comply with data protection laws, including GDPR or equivalent national legislation.

8. Use of Company Assets

- Use company property, funds, and resources responsibly and only for legitimate business purposes.
- Unauthorized use, theft, or damage to company assets will result in disciplinary action.

9. Anti-Corruption and Fair Competition

- Do not engage in bribery, fraud, or any form of corrupt practice.
- Avoid anti-competitive behaviour, such as price-fixing or market manipulation.

10. Health, Safety, and Environment

- Follow all workplace health and safety guidelines.
- Immediately report any unsafe conditions or incidents.
- Support environmental sustainability and resource efficiency.

11. Reporting Misconduct

- Report any suspected violations of this Code or other policies.
- Reports can be made anonymously and will be treated confidentially.
- Retaliation against whistleblowers is strictly prohibited.

12. Compliance and Consequences

- All employees are expected to know and follow this Code.
- Violations may result in disciplinary action, including termination or legal proceedings.