



Code of Conduct

TABLE OF CONTENTS

I Introduction	1
II Business Ethics	1
1. Professionalism and Quality of Services	1
2. Confidentiality and Data Protection	2
3. Reporting violations.....	2
4. Honesty and Transparency.....	2
5. Commitment to Continuous Improvement.....	2
III Responsibility towards the Environment	3
6. Respect and Equality.....	3
7. Social and Environmental Responsibility.....	3
8. Occupational Health and Safety	3
IV Summary.....	4

I INTRODUCTION

The Code of Conduct of MEGAMINI Sp. z o. o. Sp. k. is a set of principles that guide the actions and decisions made in business. We are committed to adhering to the highest ethical and professional standards to ensure the highest quality of services and to gain and maintain the trust of our business partners.

Our actions are guided by national regulations and best practices in sustainable development and ethical business. We expect a similar approach to business from our business partners.

II BUSINESS ETHICS

1. Professionalism and Quality of Services

We strive to provide services at the highest level, in line with our clients' expectations. We aim to understand their needs and adjust our actions to meet or even exceed their expectations. We regularly train our employees to enhance their qualifications and skills. We invest in employee training to ensure that our staff is always up-to-date with the latest trends and technologies. We monitor the quality of our services and implement necessary improvements. We use monitoring and evaluation systems to continuously analyze our actions and make corrections where needed, allowing us to continuously raise standards.



2. Confidentiality and Data Protection

We protect the personal data of our clients and employees in accordance with applicable regulations. We place great importance on privacy and data security, adhering to relevant guidelines in this regard. We are committed to maintaining the confidentiality of information obtained during the provision of services. All information we obtain in the course of our activities is treated as strictly confidential and used solely for the purpose of providing services to our clients. We comply with the principles set out in the General Data Protection Regulation (GDPR) of the European Union, as well as the Personal Data Protection Act in force in Poland. We ensure that all data processing processes comply with these regulations, providing the highest level of protection.

3. Reporting violations

We encourage the reporting of any irregularities, breaches of the code of conduct, or legal regulations. We create an open and safe environment where anyone can raise concerns without fear of repercussions. We guarantee that reports will be taken seriously and investigated confidentially. Each report is thoroughly analyzed, and all actions are taken discreetly and with respect for all parties involved.

4. Honesty and Transparency

We always act honestly and transparently. Our actions are transparent and in line with the highest ethical standards, which builds trust among our clients and business partners. We inform clients about all aspects of our services, including costs, methods of work, and cleaning agents used. Each client has full insight into the processes and methods we use, allowing for informed decision-making. We fulfill all agreements and commitments to clients and business partners. We are committed to reliable and timely fulfillment of all our obligations, which is the basis for building long-term and solid business relationships.

5. Commitment to Continuous Improvement

We regularly review and update our code of conduct to adapt it to changing conditions and requirements. The business world and legal regulations are constantly changing, so we continuously monitor these changes and adjust our actions to stay current. We strive for continuous improvement of our business and ethical practices. We are constantly looking for new ways to improve our processes and services, engaging in innovation and best practices in the industry. We believe that continuous improvement is the key to success and customer satisfaction.



III RESPONSIBILITY TOWARDS THE ENVIRONMENT

6. Respect and Equality

Every person we work with is treated with the utmost respect, regardless of their position, role, or relationship with our company. Respect means recognizing the value and dignity of every person, which translates into polite, professional, and empathetic behavior in every situation. Adherence to the principles of equality and non-discrimination means ensuring equal opportunities for all, regardless of race, gender, age, sexual orientation, religion, disability, or any other characteristics. Non-discrimination means that no one will be treated worse because of their identity or beliefs. Equality means creating conditions where everyone has the opportunity to fully realize their potential. We create and maintain a work environment where all forms of harassment, bullying, intimidation, or violence are absolutely unacceptable. Employees should feel safe and comfortable, knowing that their dignity and integrity are protected.

7. Social and Environmental Responsibility

In caring for the natural environment, we take actions aimed at protecting the natural environment by using ecological cleaning agents, minimizing the use of resources such as energy, water, or raw materials. We implement technologies and practices that reduce our ecological footprint. We practice responsible waste management by segregating waste in our facilities. We care about their recycling and proper processing through cooperation with companies dealing with waste disposal to ensure that they are processed in an environmentally safe manner.

We engage in social initiatives and support local communities through cooperation with foundations. We strive to ensure that our actions benefit not only our company but also the environment in which we operate. In our activities, we strive to follow the principles of sustainable development. We aim for our actions to be sustainable and have a positive impact on future generations.



8. Occupational Health and Safety

We ensure safe and hygienic working conditions. We ensure that all workplaces are safe and hygienic. We regularly conduct inspections to ensure that our standards are met. We invest in appropriate equipment and technologies that minimize the risk of accidents and health hazards. Our staff is regularly trained in occupational health and safety. This ensures that they have the knowledge and skills necessary to perform their work safely. These trainings also include first aid so that employees are prepared for possible emergency situations.

We provide our employees with appropriate protective equipment, such as helmets, gloves, safety glasses, masks, and other personal protective equipment necessary for the safe performance of their duties. We regularly monitor changes in regulations and adjust our actions to comply with the latest standards.

IV SUMMARY

The code of conduct that we adopt as a company and as individual employees is a commitment to adhere to the highest ethical standards. We believe that adhering to these principles will contribute to the success of our company and the satisfaction of our clients and employees. We build an ethical business based on respect for human rights and the natural environment, which is the foundation of our activities and long-term success.

We expect our business partners to adhere to the same high ethical standards and principles that we have adopted in our company. We believe that cooperation based on shared values and ethical principles will benefit all parties and contribute to building a sustainable and responsible business.