

CUBE
SYSTEMS

INNOVATIVE TECHNOLOGIES



CODE OF CONDUCT

For CUBE SYSTEMS Sp. z o.o.

Poznań, November 2017

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1. Introduction

Based in Poznań, Poland, CUBE SYSTEMS Sp. z o.o. aims at promoting modern solutions in the industry. The essence of our company is the desire to meet the needs of Innovative Economy. Here at CUBE Systems we understand that an increase in productivity and its effectiveness depend primarily on the company's innovation level. Modern economy creates the need for modern solutions. We operate in the field of industry, medicine and fine arts. Through individual approach to each client, as well as non-standard solutions, we provide our partners with products and services tailored to their needs, using the latest technical solutions.

Combining our curiosity of issues related to computer engineering, industrial automatic control and modern technology with many years of experience, we meet the expectations of our customers, sharing the belief that our services represent the highest level.

Modern industry is the prerequisite for growth in every economy. Our company has been actively supporting the development of its customers, providing highest quality products and services. Our Code of Conduct specifies the principles of business ethics applicable to all employees employed by the company. We promote these principles also among our business partners. We are a trustworthy business partner. We fulfil the terms of our contracts with customers, subcontractors, partners, employees, suppliers and authorities, and with any other entity that we collaborate with in our business. We do our best to be perceived as a trustworthy partner that applies to its duties diligently and responsibly. We always respect our customers and partners. Openness, trust and willingness to cooperate are the main determinants of the CUBE SYSTEMS organizational culture.

2. Mission statement

In its work CUBE SYSTEM maintains high quality. Taking customer satisfaction into account at all times makes it possible for us to create the expected value for our employees, shareholders, business partners and other stakeholders. Our mission is to implement the latest technical developments to help our customers increase the efficiency of production by increasing the level of innovation.

In our applications, we focus on innovation. We believe that the use of state-of-the-art technology provides our customers with optimal solutions, both in terms of economy and productivity. The solutions that we offer are based on the equipment from reputable suppliers. Thanks to a close cooperation with our suppliers, we offer application delivery at attractive prices, while maintaining quality. We implement our applications in the spirit of "Smart Factory" – flexible production systems, individualized and adapted to the requirements of the evolving economy. Innovation involves creating new products and services that provide businesses with greater investment profits and returns and greater competitiveness. Innovation includes also such activities that increase social welfare and stimulate social development. Our goal is to implement technical solutions at the highest



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level. Thanks to an individual and unconventional approach to each project, we aim at delivering tailored services and products using the latest technology.

3. Values

3.1. The idea

Our team consists of specialized engineers and technicians who present extensive knowledge specific to a variety of industries and a great wealth of experience in various industries. In our actions we always comply with the abiding legal regulations.

Our mission is to implement the latest technical solutions in order to increase the level of innovation in the economy, taking into account sustainable social development. We believe that high standards of social responsibility can have a positive impact on business relationships. We focus on responsibility in the economic life, fair competition, environmental awareness, tolerance and respect for human rights.

3.2. Life and health

We believe that life is the highest value. The safety of our employees, business partners and the users of the projects that we implement is our priority. We provide decent working conditions and professional development. We care about the balance between economic activity and personal life.

3.3. Trust

Employee relations in our company are based on mutual respect and trust. Every day, thanks to our knowledge, experience and commitment, as well as the use of advanced technologies and the care for the highest quality, we build the trust of our customers and business partners.

3.4. Sustainable development

We realize our corporate goals, taking care of the profitability of our company. The generated profit makes it possible for us to guarantee decent and safe working conditions, as well as invest in the development of the company in an environmentally friendly way. We support social activities that contribute to building lasting foundations for solutions to current social problems.

4. The foundations of the relationship between the employer and the employees

We believe that mutual trust and fair fulfilment of our obligations under the law, internal regulations, signed contracts and CUBE SYSTEMS Code of Conduct are of utmost importance in the



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relationship between the company and the employees. We expect that our employees will show initiative at all organizational levels of the company, and we guarantee that we are always open to new ideas. We also expect that all employees will do their best within the scope of their responsibilities to achieve the goals set by the company's management.

4.1. Employer's liability

As a responsible employer we guarantee:

- respect for human rights and workers' rights - we put an emphasis on counteracting mobbing and discrimination;
- all available means to protect the health and life of our employees while performing their duties – we use permanent monitoring of workplaces to exclude the potential causes of illness and risks to life and health of our employees;
- concern for maintaining full mutual respect, kindness and tolerance between our employees;
- decent employment conditions and the highest possible standard of working conditions;
- equal opportunities both in the recruitment process, as well as in the further professional development of our employees;
- support for those employees who wish to improve their professional qualifications;
- the freedom to create and participate in employee organizations.

4.2. Employee responsibility

We expect our employees to present responsible attitudes at the workplace, in particular:

- honesty, loyalty and dedication to the fulfilment of their professional duties;
- compliance with the abiding laws and internal regulations of the company and the Code of Conduct;
- undertaking all possible actions aimed at providing the highest quality of services;
- preventing situations in which the personal interest conflicts with the interests of the company and, in the event of such a situation, immediately reporting it to the supervisors;
- caring for the entrusted company assets;
- maintaining confidentiality and using classified information only in accordance with the interests of the company;
- making use of the company potential only for activities related to the performance of professional duties resulting from the employment relationship;
- we tolerate neither gaining private benefits by means of corruption nor taking actions that are incompatible with the interests of the company.

4.3. Occupational Health and Safety

The nature of our work generates a serious risk to health or life of our employees. Therefore, it is our priority to continuously monitor and improve the safety. We plan our work with caution. At the stage of work preparation and choosing the implementation method, we always take into consideration health and safety. In our work we give priority to order and proper organization of workstations. We are constantly involved in improving the safety and health of our employees and

we expect our employees to be responsible and cooperative in this regard. All employees are aware of the health and safety issues of both themselves and their colleagues, and are required to take the necessary action should there be discovered any irregularities. We constantly monitor compliance with health and safety regulations at our workstations. We assess the degree of compliance with the relevant regulations on a regular basis and draw consequences from any negligence in this regard. Each employee is required to have the appropriate qualifications and certifications when performing task where such qualifications and certifications are required by the law. CUBE SYSTEMS ensures that all employees participates in periodical trainings and renew their qualifications and certifications.

5. Relationships with business partners

Determination in the performance of works characterized by the highest quality and honesty in relation to technical requirements are the foundation upon which we build the trust of our partners. A balanced approach to the company development guarantees long-term performance thanks to the confidence of our customers. In business relationships, all employees of CUBE SYSTEMS are required to comply with the laws and ethics of business. Incidents of non-compliance require certain actions taken by the Management Board. We comply with the applicable regulations on fair competition. We do not offer or accept any undue advantages from neither individuals nor business entities. In order to avoid conflicts of interest, the Company's employees are required to immediately notify the Company's Management Board of all property and personal relationships with cooperating and competing entities. We guarantee equal treatment of business partners. We use objective, unbiased and unambiguous criteria for choosing our suppliers and subcontractors. We expect our suppliers to be reliable and deliver services and products of highest quality. We also pay attention to the compliance of our subcontractor with the abiding safety regulations and the respect for the environment and its resources.

6. Responsibility for the environment

Whatever we do, we always take into account the applicable regulations and other environmental regulations, as well as detailed requirements received from our customers. At every stage of production, designing and implementation, we care for the reasonable use of raw materials, saving water and energy and reducing greenhouse gas emissions. Among our employees and business partners we promote knowledge of environmental issues and we encourage them to give priority to the health and life of present and future generations. We aim to promote energy-efficient technologies in our solutions.



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7. Compliance with the law and respect for human rights

In its work, CUBE SYSTEMS is governed by the applicable laws. The company recognizes and fully supports the provisions of the UN Declaration of Human Rights, the European Convention for the Protection of Human Rights and Fundamental Freedoms, as well as the conventions and recommendations of the International Labour Organization. Our internal regulations contain detailed regulations concerning, among others, equal treatment, avoidance of discrimination and harassment and prevention of corruption.

8. Promoting the Company Code of Conduct

The Management Board of CUBE SYSTEMS is responsible for making the principles set forth in the Company Code of Conduct commonly known. The Board is responsible for promoting business ethics in day-to-day operations of the company, as well as investigating reported infringements and taking effective corrective actions. Each employee at CUBE SYSTEMS is required to become familiar with the content of the Company Code of Conduct and comply with it at all times. This Code of Conduct is given to each employee at CUBE SYSTEMS at establishing the employment relationship, or, should the Code of Conduct be published at a later date than the establishment of the employment relationship, immediately after its publication. Should the CUBE SYSTEMS Code of Conduct be revised, the Board is required to communicate it to the employees immediately, and the employees are required to become familiar with any changes. The document is also available on the company website www.cubesystems.pl.

9. Reporting suspected violations of law or policy

Our employees and other persons and entities who cooperate with CUBE SYSTEMS have the opportunity to report suspected breaches of the law and the Company Code of Conduct and internal regulations, in particular violations of health and safety regulations, mobbing and other forms of business ethics violations. There will be no consequences for reporting any discovered irregularities. We ensure that all applications are processed properly and that there will be taken appropriate actions.

9.1. General rules

- Should employees suspect a violation of the law, the principles set out in the Company Code of Conduct or other internal regulations, the employees should first address their immediate supervisors or the Management Board.

- If there exist compelling reasons why you cannot report such an incident to your supervisor to help resolve the case or clarify an ethical dilemma, you should report your concern directly to the Management Board which is required to take immediate corrective action.
- Reports are made personally. The Management Board at CUBE SYSTEMS guarantees confidentiality and anonymity of those who report suspected infringements and of other persons involved in the case.
- In exceptional cases, it is also possible to report a case anonymously.

9.2. How to report a suspected violation

Suspected violations can be reported in the following ways:

- by e-mail to the address: ethics@cubesystems.pl

or

- by regular mail to the address:

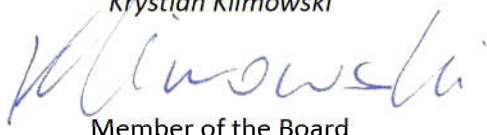
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9.3. The principle of protection of a person reporting a suspected violation

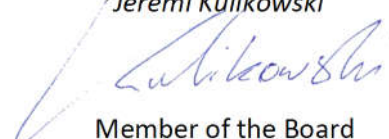
The Management Board at CUBE SYSTEMS guarantees confidentiality and personal data protection of all persons who decide to report a suspected violation of the law or Company Code of Conduct. The Management Board also ensures that the investigation process will be conducted with full discretion. It aims especially at preventing negative consequences for an employee who decides to report a suspected violation. This protection does not cover the disclosure of data of the person reporting a suspected violation, if such a requirement results from the obligation imposed by the abiding law.

The Code of Conduct was approved on behalf of the Management Board by:

Krzysztof Klimowski


Member of the Board

Jeremi Kulikowski


Member of the Board