

Code of Conduct and Business Principles

SonataSW s. r. o.

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Dear colleagues and business partners,

I know that the greatest asset to a company is its loyal people, which is why I appreciate that I am currently surrounded by people who are passionate about the common goals of SonataSW. I am aware of our professional potential and can only see the goals of our company in the long term.

New challenges bring new experiences that strengthen the growth and stability of the company. Although we are a small company in terms of the number of people, we are able to create lasting values together and cooperate with corporations as well.

I find my work fulfilling and therefore I want to transfer my positive energy and enthusiasm for good common cause to our business partners. It is the passion for a job well done and the confidence that our work is not in vain, as our up-to-date sales tools help entrepreneurs manage their business effectively. Today, after 20 years of running a business, I can say that I stand firmly and professionally by my opinions and therefore I would like to share with you our ethical values and business principles contained in SonataSW's Code of Ethical Conduct and Business Principles.



Juraj Nemec, CEO

Code of Conduct and Business Principles of SonataSW

The mission of the Code of Conduct and Business Principles of our company is to set transparency and a high standard of ethical behaviour for all people at SonataSW, both in their daily work with each other and in their cooperation with colleagues from other companies. We aim to achieve this by adhering to moral and ethical principles that are in line with the UN Sustainable Development Goals (SDGs) and are based on:

- international principles and standards on human rights and labour, in particular *The UN Guiding Principles on Business and Human Rights, Declaration on Fundamental Principles and Rights at Work, The Universal Declaration of Human Rights* in general, and on the current *ISO 26000 Guidance Standard on social responsibility*;
- European agreements and documents protecting human rights and fundamental freedoms, such as *The European Convention on Human Rights*;
- international and European law on combating corruption, for instance *Council Framework Decision 2003/568/JHA on combating corruption in the private sector*, GRECO documents (*The Group of States against Corruption*); and
- the national legislation of the country in which we operate. In the Slovak Republic, these include the Labour Code, the Slovak Civil Code, the Commercial Code and Act No. 91/2016 Coll. on criminal liability of legal persons.

SonataSW Ethical Conduct

1. We all have the same right to the protection of our personality, especially life and health, civic honour, and human dignity, as well as privacy, our name, and expressions of personal character. Therefore:
 - we do not use any forced or involuntary labour;

- human dignity shall not be degraded under any circumstances. Every human life is of equal value, and we treat everyone with dignity and respect;
 - we do not in any way support discrimination on the basis of nationality, race, origin, religion, gender, sexual orientation, political affiliation, age, or disability. We respect and value diversity at all levels because it leads to objective debate and different perspectives on different issues;
 - behaviour, including gestures, verbal innuendo, and physical contact, that is offensive, sexually coercive, intimidating, or abusive is not permitted.
2. Everyone has the right to equal treatment in respect of access to work, remuneration for work done, training and working conditions. Therefore:
 - working conditions are created in such a way as to enable the best possible performance of work according to the worker's abilities, experience and knowledge, the development of creative initiative and the improvement of skills;
 - working conditions are set to take account of family responsibilities in bringing up and caring for children;
 - working hours are flexible, according to the needs of each individual - systematic and thorough work and meeting deadlines are important.
 3. We promote health and a healthy lifestyle. As a benefit, we use season tickets to the sports facilities we visit. We prioritise *work-life balance* to prevent possible stress and illness.
 4. We all have the right to be informed about the events and activities of the company we work for and with; for this reason, we make every effort to be transparent about information and share the work we produce, including with business partners, whom we inform about what is happening and why it is happening.
 5. We all have the right to be able to discuss our working conditions safely and without fear, and to ensure that our health and safety at work is in accordance with current EU standards.
 6. We never employ children under the age of 16. We comply with national laws regarding labour relations and international principles.
 7. We support the young and vulnerable people, especially through education and training.

SonataSW Business Principles

8. We always treat our business partners with honesty, accountability, fairness, transparency, and mutual trust.
9. We are aware that corruption is a criminal offence, therefore we do not tolerate any bribery or fraud between business partners or third parties in our company.
10. Our integrity leads us to enter into long-term contractual relationships with our business partners.
11. SonataSW does not give or accept, directly or indirectly, bribes or other improper benefits for business or financial profit.
12. We do not offer, give, or accept any gift or payment that is or may be considered a bribe.
13. We do not accept any undue advantage, therefore any request or offer of a bribe by a business partner must be immediately rejected and transparently disclosed.
14. We avoid personal activities and financial interests that may conflict with our responsibility to the company, avoiding conflicts of interest and abuse of position in the company.
15. SonataSW neither supports political parties nor contribute to the funds of groups whose activities are designed to promote some party interests.