Change and revision sheet

Version	Page	Chapter/ step	Description of change/revision	Date	Author
01	ON	ON	Total revision	29.08.2025	Jasna Tokova
02	ON	ON	Removal of MS cosmetics Europe Ltd.	06.01.2026	Jasna Tokova
03	8.9	ON	IT update, adding 7 principles of packaging management	01.06.2026	Jasna Tokova

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Our company policy is to provide added value for our customers: "From vision to delivery",



We are committed to protecting the environment and minimizing the negative impacts of our activities.

We respect human dignity and equality

We ensure safety and health in the workplace

Quality is the cornerstone of our strategy

A happy & loyal customer is our priority

We act transparently and responsibly

We are committed to zero tolerance for corruption, bribery and unethical behavior.

Transparency, integrity and accountability are the fundamental principles that we apply in all areas of our business.

We support transparent, professional and ethical use of social media to strengthen corporate culture, communicate with the public and partners, and increase employee engagement.

Digital transformation is a strategic tool for achieving greater efficiency, transparency and sustainability

Innovation is an integral part of our growth, culture and responsible business.

We actively cooperate with stakeholders

We systematically monitor and evaluate performance in the areas of quality, safety, environmental impacts, sustainability, ethics, financial health, prosperity

We provide the resources needed to fulfill our policy

We honor the 7 principles of packaging management

Sustainability & environment

We are committed to protecting the environment and minimizing the negative impacts of our activities :

- with freezing and reducing emissions - carbon footprint, waste, water consumption, energy, material waste, optimization of production processes, methods, support for proposals to reduce energy consumption, continuous improvement. Support for the purchase of energy-efficient products, services, equipment, purchase of green energy, search and implementation of renewable sources
- proper waste management, waste sorting according to legislation, maximizing recycling; designing and using recyclable or renewable packaging materials
- proper handling of chemicals, minimizing their consumption, proper disposal, or recycling
- reducing environmental risks and emissions in operations, preventing emergency situations (air, water, soil pollution, etc.), protecting natural resources
- reducing the carbon footprint by 30% by 2030 for Scope 3, and maintaining Scope 1 and Scope 2 at zero values, verifying the values by a certification body according to ISO 14 064 for Marvinpac
- design and implementation of eco-friendly raw materials and packaging with the goal of achieving 100% recyclability by 2035
- design and implementation of rechargeable, concentrated, remanufactured and multipurpose products
- training employees in the field of ecology, how to save energy at work and in homes

Human rights & working conditions

We respect human dignity and equality :

- compliance with labor law (working hours in accordance with legislation, equal wages, contracts for each employee)
- prohibition of discrimination, harassment, child and forced labor
- protection of all whistleblowers against unfair practices, behavior
- equal opportunities regardless of gender, age, nationality, religion or orientation
- the right to freedom of association and the possibility of collective bargaining
- a safe and inclusive work environment, in line with our Code of Ethics
- training employees in the field of ethics (Code of Ethics), its understanding and compliance
- protecting personal data and ensuring cybersecurity

- communicating about the organization positively – whether with colleagues, customers, or friends. Representing company values through behavior – ethically, responsibly, and respectfully, helping to spread and strengthen a healthy company culture
- by committing to having independent ambassadors, employee advocates
- by providing a contractual doctor for employees
- support communication, work environment, good relations between employees and managers
- the presence of an employee representative, who is elected by secret ballot by employees, is the voice of the employees
- conducting effective recruitment of new employees in strict compliance with our policy
- by developing long-term sustainable business. In 2030, achieve the set goals for CSR (Corporate Social Responsibility /Corporate Social Responsibility)

Health, Safety & Environment

We ensure safety and health in the workplace:

- ensuring a safe working environment for all employees in accordance with legislation, ergonomics
- conducting regular risk assessments at workplaces and machines in the field of OSH and for environmental aspects
- development and validation of emergency procedures and plans
- by regularly and thoroughly conducting security checks, setting corrective and preventive measures, processing findings in the required time and quality
- protecting the health of our employees by providing free PPE (personal protective equipment), supervising the correct use of PPE, and continuously improving PPE based on assessed risks, legislation, and internal requirements
- to elect a representative for employees in the field of occupational safety by secret and free vote, to support the representative in his/her activities, not to prevent him/her from performing his/her activities
- increasing the level of awareness and involvement of employees in the area of HSE (health, safety, environment)
- preventing injuries through the involvement of everyone from top management to managers and individual employees, including external workers
- monitoring the level of health and safety achieved to maintain a safe and healthy workplace at all levels of the organization

Quality & customer satisfaction

Quality is the fundamental pillar of our strategy:

- a commitment to work in accordance with " **Right First Time** " - zero defects, no waste
- compliance with specifications, standards, deadlines and compliance with legislation, customer requirements
- by participating in the creation of a unified Integrated Management System
- compliance with requirements, customer regulations, legislation, stakeholders, their implementation into the Integrated Management System (ISM)
- by following good manufacturing practices, good hygiene practices
- protect the company from competition, be competitive,
- ensuring the health and safety of products and services
- by maintaining the quality and safety of products in the production of cosmetics and food, guaranteeing high-quality and safe use for consumers
- ensuring satisfied customers – quality customer care
- ensuring good relationships between customers and suppliers, based on trust
- developing innovative, safe and sustainable products, processes
- by providing uniqueness in tailor-made solutions for each customer
- by adhering to deadlines for completing tasks and requirements defined in specifications, contracts
- continuous improvements through the Integrated Management System
- by complying with the requirements of customers and stakeholders
- by monitoring customer satisfaction

Food & Cosmetics Safety

A happy & loyal customer is our priority:

- delivering the highest quality products that meet all food & cosmetic safety requirements
- be in compliance with all legal requirements and requirements for food & cosmetic quality and safety, including requirements mutually agreed with customers
- ensuring sustainable growth in food & cosmetics safety through the implementation of certifications and continuous improvement of the effectiveness of the food safety system in accordance with FSSC 22000 and cosmetics safety in accordance with ISO 22 716
- by applying risk management methodologies in this area to find a way to achieve objective and continuous development of the system

- By developing the abilities and skills of all employees in terms of food & cosmetics safety, increase overall awareness of this issue
- Regular evaluation of processes and procedures for the purpose of effective risk management during changes or exceptions to products, processes and technologies
- including food & cosmetics safety strategy in the process of forming the annual business plan
- setting annual measurable goals for the entire company to develop a culture of food & cosmetic safety in the company, continuous improvement and compliance with all requirements
- By sharing food & cosmetic safety aspects and strategies with all employees, customers, consumers and department heads who influence or are part of the food & cosmetic safety system
- By focusing on prevention through control and self-control of all company employees, external workers, visitors and thus preventing the emergence of potential disagreements

Business ethics & supply chain, sustainable purchasing

We act transparently and responsibly :

- transparent conduct in business relations
- protection of whistleblowers against unfair practices, behavior throughout the supply chain
- prevention of corruption, conflict of interest, fraudulent conduct, bribery
- by adhering to the Code of Ethics throughout the supply chain
- by monitoring and continuously improving social and ethical performance throughout the supply chain
- personal data protection and cybersecurity
- by promoting transparent communication and developing long-term relationships
- by assessing ESG and CSR performance of suppliers, including environmental and social criteria in the selection and evaluation of suppliers

Anti-corruption policy

We are committed to zero tolerance for corruption, bribery and unethical behavior. Transparency, integrity and accountability are fundamental principles that we apply in all areas of our business.

We consider corrupt practices to be any offer, provision, acceptance or solicitation of an improper advantage with the aim of influencing a decision or obtaining an advantage. These include, but are not limited to:

- direct and indirect bribery
- providing gifts, hospitality or benefits beyond normal business etiquette
- abuse of position or confidential information

- financing of political entities in order to influence decisions

Our principles and commitments are:

- not to give or accept bribes in any form
- all gifts and favors must be appropriate, transparent and approved by management
- employees are required to report suspected corrupt practices through the internal reporting system
- ensure protection of whistleblowers from retaliation
- Business partners must confirm compliance with this policy in contractual arrangements
- regular employee training in ethics, anti-corruption rules and risk recognition methods. 3. Training new hires with an onboarding policy.
- by checking through internal audits whether the policy is being followed. In case of violation, disciplinary measures are taken, including possible legal sanctions. Compliance with Act No. 40/2009 Coll., Criminal Code, Act No. 171/2023 Coll., on the Protection of Whistleblowers, and international standards such as OECD Anti- Bribery Convention

Social media

We support transparent, professional and ethical use of social media to strengthen corporate culture, communicate with the public and partners, and increase employee engagement :

- managed by the HR team
- content that is in line with the company's communication strategy, visual identity and values
- approving the management of key campaigns, responding to crisis situations and politically sensitive topics
- regular monitoring of HR on social networks
- by encouraging positive sharing of work experiences, as long as they do not violate the principles of our organization
- In the event of negative publicity, incident or disinformation, a crisis communication plan is activated, the response on social media must be quick, factual and approved by management

Employees may use social media, subject to the following conditions:

- must not disclose internal information, trade secrets or sensitive data
- may not act on behalf of the company without authorization
- to adhere to the principles of decency, respect and legality
- that they do not connect their personal political views with the corporate identity

Digital transformation

Digital transformation is a strategic tool for achieving greater efficiency, transparency and sustainability.

Our commitments in the field of digitalization:

Process automation *:* by implementing digital tools for quality management, safety, environmental impacts and performance monitoring

Data transparency *:* by using digital platforms for real-time data collection, analysis and visualization

Cybersecurity *:* protecting employee, customer and partner data in accordance with GDPR, internal security protocols, transforming the requirements of the European NIS2 directive

Digital training *:* by providing employees with access to online education, e-learning modules and tools for developing digital skills

Sustainable technologies *:* by preferring low-energy solutions, cloud services with carbon neutrality certification, and digital communication instead of paper

Innovation

Innovation is an integral part of our growth, culture and responsible business:

Supporting ideas *:* by creating an environment where innovative designs are welcomed, tested and implemented.

Collaboration with research: by collaborating with academic institutions, startups and technology partners to develop new solutions.

Circular innovation: by investing in the development of products and processes that support recycling, reuse and waste minimization

Digital ESG reporting *:* by implementing tools for automated monitoring and reporting of environmental and social indicators

Collaboration with stakeholders

We actively cooperate with stakeholders:

We recognize that long-term sustainability and responsible business are only possible in collaboration with all stakeholders. We actively communicate, listen and build relationships based on trust, transparency and a common goal.

Key stakeholder groups:

- **employees** and their involvement in decision-making, training, safety, equal opportunities
- **customers** focus on quality, transparency, ecological products, ethical behavior
- **suppliers and partners,** responsibility in the supply chain, ESG criteria, ethical contractual relationships
- **local communities** by supporting regional development, volunteering, environmental impacts
- **regulatory authorities** in accordance with legislation, reporting, audits
- **investors** and transparent ESG reporting, long-term value, risk management

- **non-profit organizations and academia** cooperation on innovation, research and education

Cooperation principles:

- **transparent communication** – regular reports, open dialogue, feedback
- **respect and equality** – every stakeholder has the right to be heard
- **shared responsibility** – partnerships based on shared values
- **involvement in decision-making** – we invite stakeholders to participate in consultations, working groups and projects

Engagement tools:

Regular **ESG reports** and public announcements

- **Satisfaction** and feedback questionnaires
- **Expert roundtables** , conferences, community events
- **Internal communication platforms** for employees
- **Ethics line** for anonymous reports and suggestions

Performance measurement and goal tracking

The company systematically monitors and evaluates performance in the areas of quality, safety, environmental impacts, sustainability, ethics, financial health, and prosperity:

By ensuring that the commitments made are not just formal, but lead to real results.

Key measurement principles:

- **factual data** : we use quantitative and qualitative indicators for objective evaluation
- **regularity** : performance is monitored monthly, quarterly and annually depending on the type of indicator
- **transparency** : results are shared with management, employees and selected stakeholders
- **improvement** : corrective and preventive measures are set based on the results

Monitoring tools:

- **digital dashboards for ESG and QHSE reporting**
- **internal audits and control mechanisms**
- **satisfaction questionnaires and feedback from employees**
- **external certification (ISO, FSSC, ESG ratings)**

7 principles of packaging management

We commit to the 7 principles of packaging management

- By minimizing packaging — Packaging must have the lowest possible weight and volume that still ensures functionality. PPWR specifically requires minimizing free space and unnecessary layers.
- Packaging recyclability — from 2030, all packaging must be recyclable according to harmonised criteria. The design must allow for sorting and processing.
- Separability of materials — Combined packaging must be designed to be easily separated (e.g. plastic-paper), otherwise it is not considered recyclable.
- Minimizing hazardous substances — Packaging must be free of substances of concern, including PFAS, which are banned in food packaging.
- By reusing — Binding reuse quotas apply to selected types of packaging (e.g. beverage packaging, group packaging). The aim is to reduce single-use formats.
- Transparent labeling — Packaging must have harmonized labels with information about the material and recycled content so that consumers know how to properly sort it.
- Circular design — Packaging must be designed to support the circular economy: long life, repairability, recycling, reuse and minimizing environmental footprint. Up to 80% of impacts occur in the design phase

Leadership commitment

We provide the resources needed to fulfill the policy:

- by providing human, technical, financial and organizational resources for policy implementation
- conducting regular audits aimed at compliance with all parts of the policy
- by respecting, adhering to values, behaving in accordance with this policy
- ensuring that the policy is communicated, understood and adhered to across the organisation
- appointing competent managers and cross-functional teams for individual areas to ensure that the policy is adhered to
- involving employees in the process of continuous improvement, monitoring and determining corrective and preventive actions, monitoring their implementation, sharing know-how in all areas across teams
- supporting and developing the skills and competencies of employees through training
- by actively involving employees in the process of continuous improvement so that employees believe in what the company does and are proud of it

- maintaining valid certification ISO 9001, ISO 45 001, ISO 50 001, ISO 14 001, ISO 14064, ISO 22 716, eliminating findings, auditor observations, and other necessary certifications, such as EcoVadis , SMETA, FSC, Bio without Major Non-conformities
- setting goals for a given period, monitoring reported performance using KPIs, taking corrective and preventive measures
- mentoring new and existing employees and actively participating in internal initiatives
- representing the company professionally and authentically at trade fairs, training courses or during communication with customers and suppliers, constantly improving the reputation, spreading a positive image of the company
- compliance with laws, standards, licenses, contractual obligations, legislation
- in the event of a crisis or emergency situation by activating the emergency plan, ensuring the restoration of operations in the shortest possible time
- ensuring the security of the building to prevent sabotage, endangerment of life, or damage to property, to prevent data leakage or misuse
- regular review of the policy, its updating

Final provisions

Policy binding

This policy is binding on all employees, officers, contractors, subcontractors, consultants and others acting on behalf of the company. Failure to comply with this policy may result in disciplinary action, including termination of employment or contractual cooperation.

Compliance with legislation

The policy is in accordance with the applicable legislation of the Czech Republic, European Union law and other relevant international standards, including ISO 9001, ISO 14001, ISO 45001, FSSC 22000, ESG standards, GDPR and the Labor Code.

Revisions and updates

This policy is reviewed regularly, at least annually, or in the event of significant legislative or operational changes. The company's management is responsible for the review.

Privacy Policy

All processing of personal data within the framework of this policy takes place in accordance with Regulation (EU) 2016/679 (GDPR) and Act No. 110/2019 Coll., on the processing of personal data.

Whistleblower protection

The company ensures the protection of whistleblowers in accordance with Act No. 171/2023 Coll., on the protection of whistleblowers. Any retaliation against a whistleblower is inadmissible.

Legal responsibility

The company is not liable for damages resulting from a violation of this policy by an individual if it is proven that the individual acted in violation of internal rules.

Language version and interpretation

In the case of multilingual versions of this policy, the Czech version is decisive. In the event of any ambiguity, the interpretation of the policy is the responsibility of the company management.