



P E R F E C T W A L L

**Labour and human
rights policy
applied at
CreoConcept
Sp. z o.o. Sp. k.**





Aim

At CreoConcept Sp. z o.o. Sp. k. we firmly believe that all people should be treated fairly and with respect and that human rights are the inalienable rights of all people, regardless of race, colour, religion, sex, age, physical or mental disability, nationality, sexual orientation, gender identity and/or gender expression, genetic information or any other fact that distinguishes us from each other. This Policy is consistent with the fundamental principles of the UN Universal Declaration of Human Rights and the UN Guiding Principles on Business and Human Rights, as well as the OECD Guidelines for Multinational Enterprises, and reinforces our commitment to respect all internationally recognised human rights in accordance with the ILO Declaration on Fundamental Principles and Rights at Work.

We are committed to involving our stakeholders in the implementation processes of this Policy.

CreoConcept Sp. z o.o. Sp. k. is a Europe-based global supplier of aluminium and glass wall systems. This Policy on Workplace Conduct and Human Rights is universal and applies to the locations around the world reached by our services. When offering our services and products, we focus on those areas of human rights that we have identified as a priority for our business and the glass/aluminium industry in general.

Our stakeholders

Our commitment to ensuring compliance with this Policy comes from a firm belief in its significance and includes all stakeholders within our company's sphere of influence: employees of the company and its affiliates, business partners (suppliers and subcontractors) and the local communities where we live and work

Our employment policies and practices are designed to ensure fair and equitable treatment of all employees. Our actions in this area are built on the foundation of mutual respect. We are committed to working with business partners, suppliers and contractors whose views on human rights are aligned with ours and who are guided in business by principles consistent with the contents of this Policy, as well as those outlined in our Code of Ethics and Business Conduct.

More information on topics related to how we operate can be found in the aforementioned Code, which is available at creoconcept.pl We are proud to be active members of our local communities. We engage in local community life and participate in the activities of selected civic organisations that enable an open dialogue with the residents of the city in which our activities are located (Kielce) regarding the potential impact of human rights issues on the communities within which we operate.

Children and young employees

In accordance with basic principles as well as national and international laws, we do not employ children or support the use of child labour. We support the creation of education, training and vocational training programmes related to the formal education of young people, as well as internships, vocational training and cooperative programmes, and we also promote the dual education system in Poland with an emphasis on activities of this type implemented in our city.

Forced labour and modern slavery

We believe that people should work in a certain place because they want to be there and have chosen it themselves, and not because they are forced to do so. We do not use prison labour, nor do we use instruments of forced labour, debt bondage, slavery or any form of servitude.

Equal opportunities

We recognise, respect and accept all cultural differences that exist in the global marketplace. Our goal is to attract, foster cooperation and retain the best people representing all cultures and social groups, based on their skills and not on their race, gender, religion, sexual orientation or worldview.

Occupational Health and Safety

We conduct our business in a way that has no harmful effect on people. We respect the natural environment. We are committed to continuous improvement towards the maximum reduction of accidents at work. We are committed to complying with all applicable laws and regulations regarding safety, health and environmental protection. We support this commitment through the comprehensive implementation of safety and environmental procedures and training that we provide to our employee teams, through the application of our labour safety and environmental policies dedicated to contractors, and through our accident management and reporting system.





Remuneration and benefits

We make every effort to ensure that our employees receive a competitive living wage, based on remuneration assessment made in the local labour market. We provide competitive remuneration and benefits commensurate with industry standards, and we also ensure that salaries meet or exceed the minimum remuneration requirements. Our remuneration policies are clearly communicated to employees and are in full compliance with all applicable laws.

Employment relationship and working hours

CreoConcept Sp. z o.o. Sp. k. complies with all applicable laws and regulations relating to work and employment, in particular those relating to working time, working conditions and appropriate remuneration.

Relations with local communities

As part of our policies, we respect the cultures, customs and values of people in the communities addressed by our activities and take into account their needs, concerns and aspirations, including their right to give free and informed consent to the provision of services. We take seriously the obligations that come with being a socially responsible company and strive to make a positive impact on the local communities in which we live and work.

Prohibition of discrimination and inhumane treatment

We are committed to maintaining a fully professional, safe and discrimination-free work environment and to ensuring that every employee is treated fairly and with dignity. We have zero tolerance for any kind of bullying, discrimination, abuse or sexual harassment. No employee shall be subjected to physical, sexual, psychological or verbal harassment, abuse or intimidation in any form.

At CreoConcept Sp. z o.o. Sp. k. it is forbidden to retaliate against individuals who in good faith have filed a complaint regarding any of the aforementioned violations.

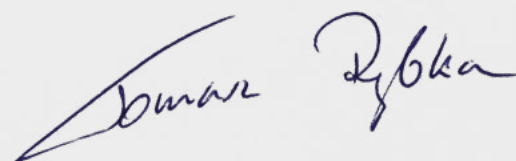
Training and communication

CreoConcept Sp. z o.o. Sp.k. communicates this Policy and accompanying guidelines to employees through the established internal communication channels. Employees of the company have access to the other policies and are properly trained in the application of this Policy as part of their employment.

Guidance and reporting

Each employee of CreoConcept Sp. z o.o. Sp. k. is expected to observe this Policy and ensure mutual accountability for actions taken in the workplace. The implementation of this Policy is supported at all levels of management within the organisation. We support our employees in making the right decisions and for this reason, we have established the Code of Ethics and Business Conduct of CreoConcept Sp. z o.o. Sp. k. to help our employees better understand the company's policies, indicate the desired directions of their actions and clarify the company's mission. Compliance with all applicable regulations under the aforementioned code is mandatory, but the regulations themselves do not define our ethical business practices.

At CreoConcept Sp. z o.o. Sp. k. we value open and honest communication, so we encourage all employees to communicate their opinions in a constructive manner, including through anonymous communication channels, without fear of retaliation. An employee who believes that there has been a violation of applicable workplace laws and/or company policies may report such concern to the management, Human Resources, or through anonymous communication channels. Each report will be investigated and, in justified cases, corrective actions will be taken to solve the reported problems.





Polityka pracy i praw człowieka dla spółki CreoConcept Sp. z o.o. Sp. k. została przyjęta w dniu 1 lipca 2024 r.
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