

# Ethical

Code of Ethical Conduct  
in Koksownia Częstochowa  
Nowa Sp. z o. o.

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# 01

## Message from the President of the Management Board



We are a recognized producer of the highest quality coke and coal products, while minimizing the negative impact of our operations on the environment. Being a part of one of the most rapidly growing groups of companies - the ZARMEN Group, we create conditions for stable and harmonious development of the company and each of our employees. Each of them has an inalienable right to be treated with dignity and fairness. Over the past dozen years or so, we have also become more aware of and responsible for our environment. The extensive investment program we have implemented fundamentally minimizes the environmental impact of coke production. Reducing our impact on the environment is one of our main goals and, at the same time, a tangible demonstration of our adherence to the highest standards that define responsible business. We strive to implement the roadmap for transforming and reshaping the world in which the needs of the present generation can be met in a sustainable manner, respecting the environment and taking into account the needs of future generations, as set forth in the **2030 Agenda for Sustainable Development**, which was adopted at the UN General Assembly in New York. We implement the UN framework - **"Protect, Respect and Remedy"** - which are the guiding principles of business and human rights, regardless of the economic and financial situation in which we operate.

### Dear Colleagues,

I present to you the Code of Ethical Conduct (hereinafter: the Code), while asking all of you to treat it as a guide and beacon whenever you come to make decisions or solve problems.

At the same time, thank you for your commitment and the contribution you make to fostering a way of operating and behaving in accordance with the highest national and global standards of conduct. Growing social consciousness means that today we all set higher and higher requirements for ourselves, including in the continuous improvement of the standards of our functioning within the society. We expect the same from our colleagues, customers and suppliers, as well as from other people we work with. We expect to make a concerted effort on issues related to adherence to the ethical standards espoused in the ZARMEN Group.

In our company, we promote goal-oriented collective work. Therefore, I'd like encourage you to free exchange of views and thoughts with colleagues, superiors and board members. If any doubts arise with respect to the principles cited in this Code, the best way to resolve them will be to start a dialogue with your superiors or HR staff to ascertain the correct course of action.

Marek Serafin  
  
President of the  
Management Board



# 02

## Who the Code applies to

**Applying the highest ethical standards is the responsibility of every employee of Koksownia Częstochowa Nowa.**



The Code of Ethical Conduct is addressed to all employees and associates of our Company. It applies to each of us, whether we are board members, leaders or team members at all levels of the organizational structure. Employees in leadership or supervisory positions understand that this means additional responsibility for the ethical behavior of the entire team.

Team leaders are role models for others - they cultivate and promote the Code and adhere to its principles, thus supporting the business goals and activities of the Company. They create the conditions for the Code's principles to be firmly established within their team and within our Company.



**Any form of deviation from the rules should be reported to the supervisor or the HR department.**

**You can also report inappropriate behavior anonymously by sending an email to:**

**[rzeczniketyki@koksownianowa.pl](mailto:rzeczniketyki@koksownianowa.pl)**

In particularly sensitive cases of violations of the Code, disciplinary or judicial proceedings may be initiated.

# 03

## People

**We are all important  
links of our Company**



In human relations, the following principles are especially important for us:

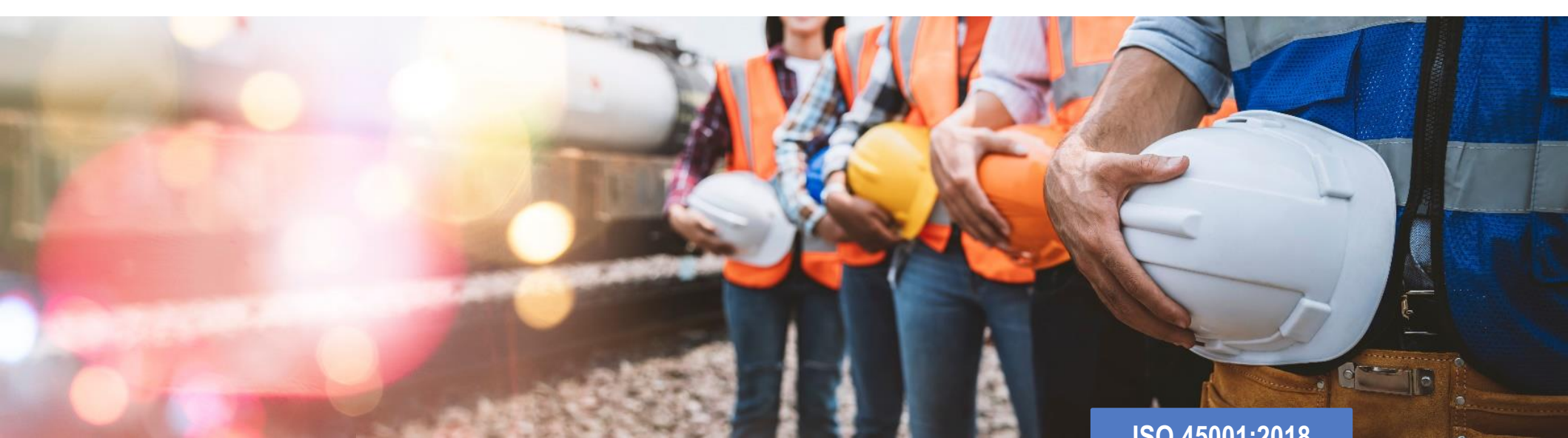
- Respect for others (their dignity, beliefs, views),
- Maintenance of professional secrecy and confidentiality of data,
- Honest performance of one's duties,
- Caring for a good atmosphere,
- Intolerance of discrimination.

We believe that a good working atmosphere fosters commitment and motivates better performance. Our managers and production supervisors are responsible for creating a working environment in which relationships between people are based on integrity, honesty and cooperation.

We follow the highest national and global standards: ethical, business norms and respect for human rights. We strive to adhere to values and implement norms and principles derived from key documents:

- Universal Declaration of Human Rights,
- UN Guiding Principles on Business and Human Rights,
- 10 principles of the United Nations Global Compact (Based on the Universal Declaration of Human Rights, the Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, the United Nations Convention Against Corruption),
- Recommendations of the European Commission,
- Sustainable Development Goals,
- ISO standards.





ISO 45001:2018

### 3.1. Health and safety

- The health and safety of our employees is a priority, the status of which is equal to that of our business goals, i.e. to continuously improve the quality of our products and achieve economic success.
- Occupational health and safety are an integral part of all business processes and are included from the outset in all technical, economic and social aspects of the Company's operations.
- In our work environment, we care about health and safety, as well as compliance with health and safety regulations. Team leaders instruct and support their employees in fulfilling this duty.
- When selecting subcontractors, we take into account the standards they apply to protect their own health and safety as well as those of our employees.
- We are introducing and improving procedures to raise the level of occupational health and safety protection for employees, with the goal of eliminating workplace accidents altogether. We improve employees' health and safety skills and promote attitudes of commitment to improving working conditions.
- We are constantly improving occupational health and safety in accordance with the laws, standards and internal regulations in force in this regard, as well as in accordance with our best knowledge.
- We protect our own life and health through the proper use of the equipment, including personal protective equipment, clothing and footwear, assigned to a given position, as prescribed by internal regulations. Due to the magnitude of the risks present on the Company's premises, we also have in-house fire and gas safety services.
- Caring for our collective safety, we report to our superiors or OHS staff the near misses and violations of health and safety laws and rules, as well as accidents, injuries, illnesses as well as every incident of uncontrolled release of hazardous substances into the environment.
- We are all promoters of healthy lifestyles and participate in dissemination of the principles of safe work.

## 3.2. Equality and diversity

### 6 Principle of the United Nations Global Compact - Elimination of discrimination in respect of employment and occupation

We create a work environment where employees have the opportunity to use their full potential, talents and skills. Our employees do their best to create a work culture that is free of harassment, intimidation, prejudice and discrimination. Our rules of social co-existence are based on honesty, respect in day-to-day relationships, dialogue and cooperation.

A culture of equal opportunity, mutual trust and respect, is of great importance to us. We promote equal opportunity and counter discrimination in the recruitment, promotion, training and development of employees. We treat all employees equally, regardless of gender, age, color, culture, ethnicity, sexual identity and orientation, disability, religion or belief.

We respect internationally recognized human rights and support their observance. We reject all forms of forced labor and child labor. We recognize the right of all workers to form unions and employees' representative bodies on a democratic basis within the framework of national legislation.

Trust and close cooperation with employee representatives are the key elements and foundations of our corporate policy. Mutual trust and relationships are based on open and constructive dialogue, characterized by mutual respect.

Employment is based solely on individual achievements, experience, skills and qualifications directly related to professional competence. Discrimination on the basis of race, color, religion, national origin, ancestry, pregnancy, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation or any other characteristic protected by law, is prohibited in the recruitment process, as well as during and after employment. We fulfill our obligations under the laws protecting the rights of people with disabilities.

We allow family members of our employees to work for the Company, provided that they pass an objective recruitment and selection process based on the adopted criteria that are equal for all candidates. Another condition for us to hire a member of the family of an existing employee, is that they occupy positions that will not be in indirect or direct professional subordination with each other and will not create a risk of collusion. In addition, the employees themselves are not involved in the decision-making process regarding hiring a member of their family.



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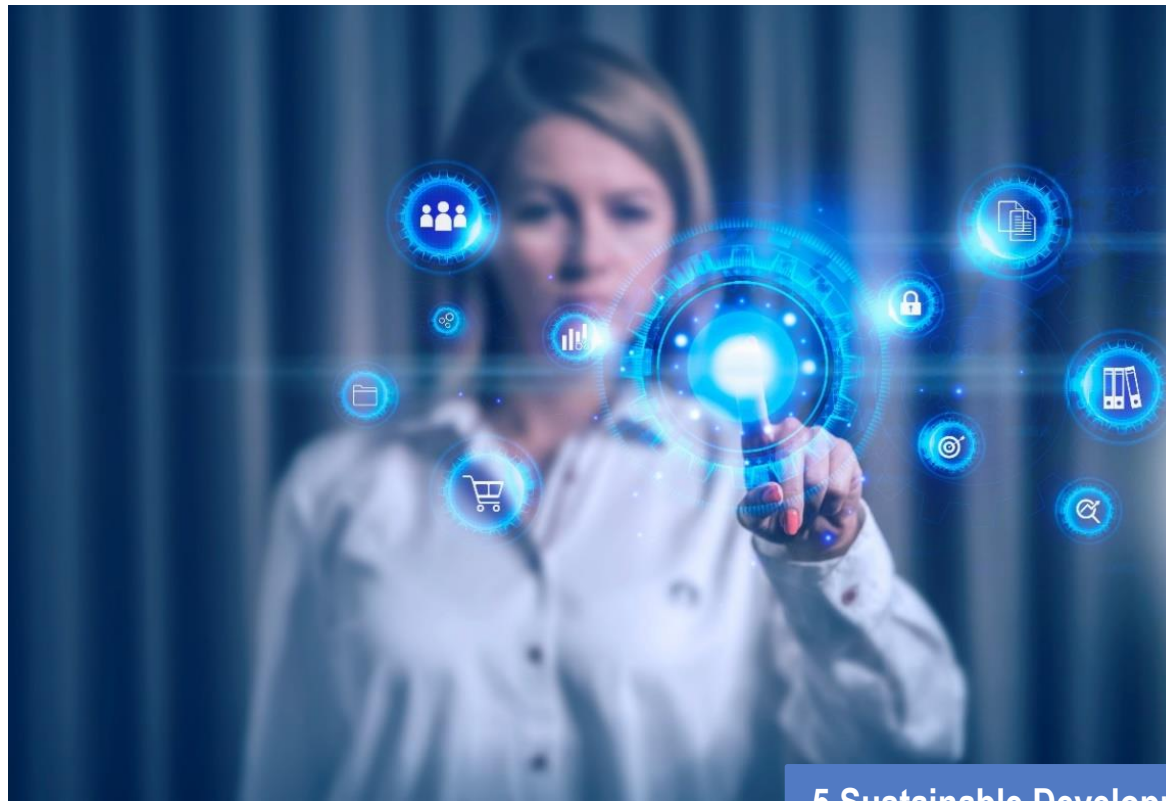
### 3.3. Women in business

For many years, the coke industry has been seen as a male-dominated field. Women are underrepresented and do not have a significant impact on management. Despite many positive changes, there are still many societal barriers to women's employment and careers in this industry.

Modern companies are ones that adapt quickly and can think outside the box. Therefore, we do not follow the common trends of the industrial sector and do not undervalue the position of women in the heavy industry.

At the coke plant, we not only counter discrimination against women, but also promote the employment of women in management positions and technical professions. Women in teams harness the power of social capital and affect integration and atmosphere. Equal treatment in employment, independent of gender, provides a real competitive advantage. In an ever-changing environment, people with different worldviews, education, looking at the world from different points of view are needed. A diverse work environment allows us to better utilize the company's resources and better understand our customers.

We create a work environment where every employee, male or female, feels respected, valued and has the opportunity to continuously develop their skills regardless of their views, nationality or age.



We are taking advantage of the enormous potential of women. We have increased the representation of women in management and executive staff. We have equalized salaries by guaranteeing equal pay for the same position regardless of gender. More and more women are working at our coke plant in strategic positions - not only in administration, sales, or finance, but also in the technical area, technology, as well as automation and control systems.

Marek Serafin  
President of the  
Management Board

**5 Sustainable Development Goal - Achieve gender equality and empower women and girls**



## 3.4. Working Conditions

The working conditions we offer meet the requirements under current laws and international conventions.

We provide employees with stable workplaces in accordance with standards and laws.

We have a Company Collective Bargaining Agreement.

We ensure that our employees are duly compensated and have a work-life balance by complying with working time regulations.

Salaries and other benefits exceed national minimum standards.

Article 31 of the EU Charter of Fundamental

## 3.5. Open dialogue

Our values are teamwork and trust. In our mutual cooperation, we pay special attention to the principles of open and sincere dialogue.

We invite and encourage employees to engage in such dialogue, including through face-to-face meetings and conference calls. You are always encouraged to offer your own opinion.

3 United Nations Global Compact Principle - Uphold the freedom of association and the effective recognition of the right to collective bargaining





## 3.6. Mobbing, harassment and discrimination

European Parliament resolution of 11 September 2018 on measures to prevent and combat mobbing and sexual harassment at workplace, in public spaces, and political life in the EU; including to prevent such phenomena; 10 Sustainable Development Goal Reduce inequality within and among countries

We all have the right to be treated, but we also have a duty to treat others, with respect and courtesy.

We prohibit discrimination, mobbing, harassment, bullying and intimidation in any form - verbal, physical or visual.

All situations of this type should be reported to a supervisor or board member.

An Internal Anti-Mobbing Policy (WPA) is in place to promote activities that foster positive employee relations.

You can report inappropriate behavior anonymously by sending an email to: [rzeczniketyki@koksownianowa.pl](mailto:rzeczniketyki@koksownianowa.pl)



## 3.7. Conduct at work and at events involving the Company and the ZARMEN GROUP

We expect professionalism from our employees. Our behavior at work and at Company events affects the perception and image of our Company and our own professional reputation.

We respect personal and cultural differences, thus ensuring a calm atmosphere at work and during business and official events. Let's act so that no one feels excluded, discriminated against or harassed.

We prohibit the consumption of alcohol, drugs or other intoxicants and the performance of official duties under their influence.



# 04

**We believe that the Company's profitability and stable existence must be built on solid foundations, including ethics and integrity.**

# Values promoted in the Company

**Mandatory legal regulations: Act on Freedom of Business Activity, Code of Commercial Companies and Partnerships, Accounting Act, Tax Ordinance Act, Labor Code, etc.**

## **Integrity and transparency**

### **4.1. Compliance with the law**

Compliance with laws, rules and regulations is a fundamental principle of responsible business for us. We always comply with legal obligations, prohibitions and requirements, even if it involves short-term adverse business consequences or difficulties for the Company or individuals.

We operate in accordance with the law and apply the regulations and procedures set forth in Polish law and the legal acts of the European Union.

We follow strong values: reliability, trustworthiness and integrity. Therefore, we are very particular about openness and truthfulness in internal and external communications, as well as in reports and statements regarding our Company's business transactions with investors, employees, customers, business partners and public and government institutions.

Each employee performs their tasks and prepares documentation and reports in accordance with applicable regulations and standards, thus ensuring they are complete, correct, timely and consistent with their purpose.

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We always act with integrity, and compete only on the basis of advanced technology, our in-depth market knowledge, specialized skills and creativity.

Marek Podstawa  
Member of the  
Management Board



**10 United Nations Global Compact Principle - Work against corruption in all its forms, including extortion and bribery**



In our operations, we avoid any situation that might give the impression of creating any conflict of interest or anyone feeling obligated to do a favor in exchange for a personal benefit.

Elżbieta Bąkiewicz  
Sales Director

## 4.2. Offering financial benefits and corruption

Our conduct in the markets is based on a commitment to the organizational culture created by the Company's Management Board, which is based on technical competence, technological advancement, innovation, customer orientation and motivated and responsible employees. These factors are the basis for our good reputation and long-term business success in a time and environment of global competition. Corruption and antitrust law violations threaten these success factors and are not tolerated.

For us, corrupt behavior and cartel agreements are not ways to create business. We would rather abandon the agreement and not achieve internal goals than go against the law. By introducing the Code, we have taken extensive measures to ensure compliance with anti-corruption and antitrust laws.

Violations and rule-breaking are not tolerated and will result in sanctions against perpetrators. All board members, directors, managers and other employees are aware of applicable anti-corruption and antitrust rules. We are also aware of the dangers that corruption and violations of anti-corruption and antitrust laws can mean both to the Company and to us personally.

## 4.3. Accepting gifts and other benefits

It is permissible to accept gifts of nominal value from business partners. It is prohibited to accept or offer financial gratuities, gifts in kind or free services that could affect impartial business decision-making.



## 4.4. Use of tangible resources

We do not accept the use of Company assets (including, among others: telephones, Xerox machines, other machines, equipment or company cars) for purposes other than those related to the performance of assigned duties, unless separate internal regulations provide otherwise. We take care of the Company's assets provided to us and use them for their intended purpose.

We use property and resources properly and carefully and protect them from loss, theft and misuse.

Our employees, together with their supervisor, are responsible for ensuring that business trips are always appropriate, in terms of character and scale, to the purpose, are effectively planned and executed with time and cost considerations in mind.

## 4.5. Spending Company's money

We make sure that the Company's cash is spent wisely and in accordance with the law and internal instructions. Each expense is directly related to the Company's operations, justified and supported by appropriate documentation. The use of funds for purposes other than business purposes, is prohibited.

The Company complies with its legal obligations to prevent money laundering and is not involved in money laundering activities.

In case of doubt, all employees are required at all times to report unusual financial transactions, especially those involving cash, when suspicion arises as to the use of the Company's resources or cash in violation of the law or regulations.

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Kamila Chłąd  
CFO - Chief Accountant



## 4.6. Communication and cooperation

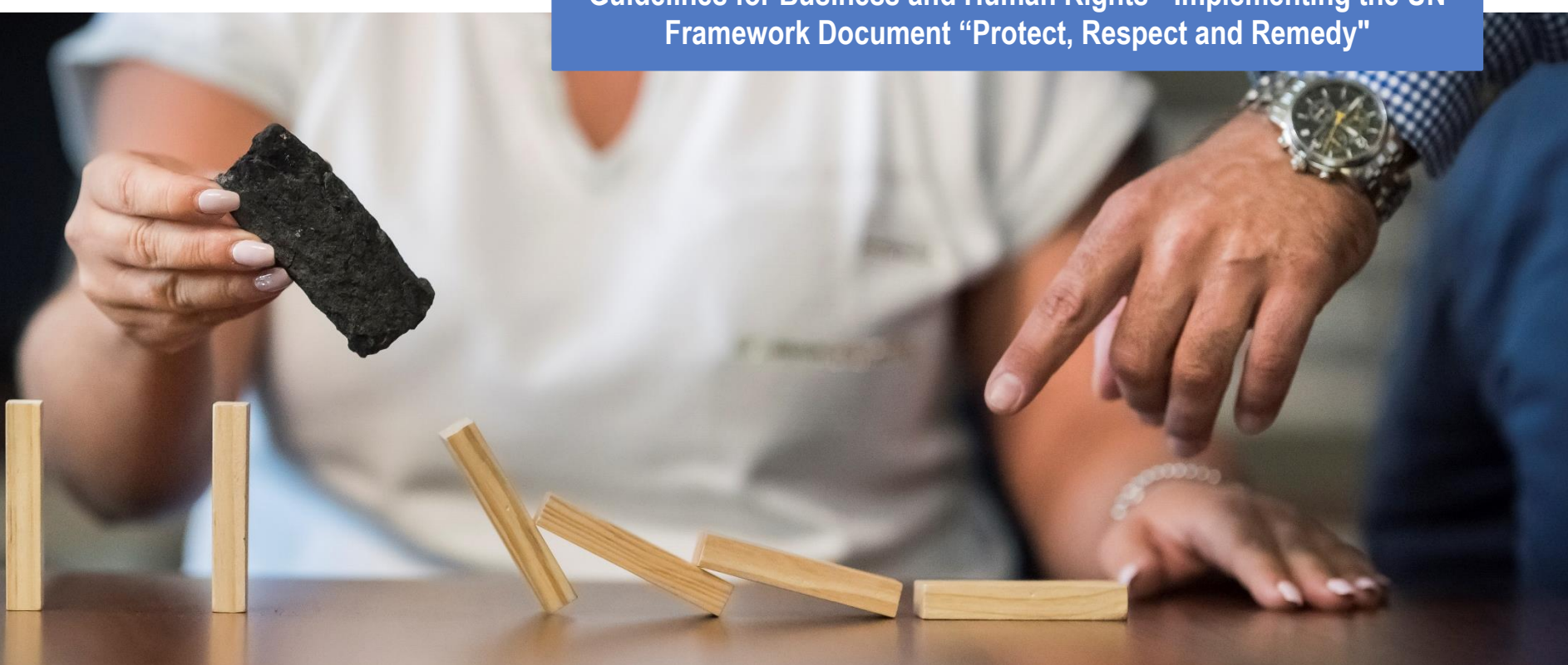
Communication among employees is based on a reliable and full exchange of the information necessary for proper operation of the Company. Open communication allows us to build lasting and positive relationships with stakeholders, thereby increasing the Company's competitiveness and value.

The Company's Management Board shares with employees current information on current strategies, plans and goals, while at the same time expecting employees to express their opinions on the Company's management and make suggestions for measures that can improve operations. We expect employees to report to their superiors or members of the Management Board all activities and behaviors of co-workers that, in their opinion, may be illegal or dishonest and thus in violation of this Code.

### Managers, supervisors and team leaders:

- issue clear instructions to subordinate employees,
- cooperate among organizational cells,
- explain to employees any doubts about the operation of the Company or, if this is not possible, refer them to the appropriate person who will provide a satisfactory answer,
- explain to employees any and all the changes in internal regulations that relate to their positions,
- inform subordinate employees of the anticipated changes affecting their current or future functioning at the Company,
- provide subordinate employees with full information about evaluation of their work, explain and justify decisions and identify areas for improvement,
- support the activities of subordinate employees to develop their competence,
- have an open and constructive dialogue on the principles of remuneration.

Guidelines for Business and Human Rights - Implementing the UN Framework Document "Protect, Respect and Remedy"





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## 4.7. Accurate and correct business and financial information

Our business and financial reporting is conducted transparently and made public in a timely manner.

We follow the relevant laws, internal and external regulations relating to business reporting and, in particular, to financial information.

We are all committed to creating reliable information about the Company, team members and business partners.

We keep records with the utmost care, due diligence and to the best of our knowledge.

Accounting Act, Guidelines for Business and Human Rights - Implementing the UN Framework Document "Protect, Respect and Remedy"

## 4.8. Fair competition - compliance with antitrust and competition protection law

We adhere to the principles of fair competition and conduct all activities in a transparent manner. We believe that in a common market, competition should be based only on the quality of our products and services offered at a fair price. We do not engage in practices such as industrial espionage, identity theft or identity concealment to obtain confidential information from competitors. We do not make derogatory statements about the character, financial position and potential legal problems of competing companies in order to gain business advantages.

### Customer relations

In business, we are guided by decency, which entails taking into account mutual interests with Customers. We follow fair and competitive business practices.

In our relations with customers, we honor all commitments, do not abuse their trust, do not take advantage of their possible ignorance and inexperience. We treat all customers equally, regardless of gender, age, religion, nationality, position, belief, physical appearance or sexual orientation.

In external communications, we provide only full and truthful information about the Company's products, services and activities, except for information that constitutes technical, technological, trade or organizational secrets of the Company, the disclosure of which could expose the Company to harm, or that is protected under specific laws.

We do not make promises to customers about product quality and performance, price, delivery time that are impossible to keep.

We respect our customers' procedures and conduct ourselves in accordance with mutually agreed procedures.

Concerned about the welfare of customers, we take care to ensure that the products offered to them meet the highest quality standards, we constantly carry out inspection, corrective and preventive measures to ensure the detection of organizational or technical irregularities and the elimination of unprofessional behavior.

We handle complaints and inform customers of the outcome of the complaint procedure quickly and efficiently.

Internal organizational units are in charge of testing the quality parameters of the coke we produce, as well as the parameters of the coals supplied that are used for creating batch mixtures. Monitoring the quality of coal delivered to us is very important from a technological point of view. The stability of quality parameters of the coals used for creating batch mixtures allows us to produce high-quality coke in accordance with our customers' expectations and to control our impact on the environment. All testing is performed in accordance with current ISO standards.







## Relationships with suppliers

We select suppliers and collaborators based on objective criteria including: quality, reliability, price. We build relationships with suppliers based on honesty, transparency in operations, mutual respect and professionalism. We honor the commitments we have made. We make payments and meet other obligations in a timely manner and in accordance with the agreed terms of contracts. In difficult and conflict situations, we solve problems through dialogue. We familiarize our business partners with our standards of conduct.



## 4.9. Communication and cooperation

We make business decisions only in the best interests of the Company. We avoid any conflicts of interest regarding personal matters or other business or non-business activities, including those involving relatives or other related parties. If, nevertheless, such conflicts arise, we resolve them in accordance with mandatory provisions of the law and the Company principles. Conflicts should be resolved openly and transparently.

### Situations in which a conflict of interest may arise:



#### PRIVATE INVESTMENTS

Avoid owning shares / stocks of competing companies in such an amount that could influence business decisions in that company, and investing in shares / stocks of a company that is our customer or supplier. In all other cases of relationships with competitors, customers or suppliers that could potentially give rise to a conflict of interest, report them to your supervisor and follow the Company's internal regulations, in particular by obtaining a written approval for them. Investing in companies that are our competitors or business partners may cause us to act in ways that could prejudice the Company.



#### WORK IN OTHER COMPANIES, CONSULTING, OWN BUSINESS BEING A MEMBER OF OTHER SUPERVISORY BOARDS

It is forbidden to carry out competitive activities, e.g. to provide consulting services to companies engaged in the activities that are competitive to those of our Company, or to those of other entities of the ZARMEN GROUP. Don't start your own business if it is going to compete with us. Avoid accepting jobs, consulting positions or board positions with the Company's competitors or business partners.



#### FRIENDS AND ACQUAINTANCES, RELATIONSHIPS WITH COLLEAGUES

Avoid participating in business relationships that involve your relatives, spouse, acquaintances or close friends, as well as situations that could give rise to suspicion of nepotism, including in the employee-direct supervisor relationships.

**In each of these situations, the principle is the same - if you are considering a business situation that creates a conflict of interest, do not go into it. If you are in a business situation that may cause a conflict of interest or an apparent conflict of interest, discuss it with your supervisor.**

# Dignity and respect



**We respect our employees and business partners.**

## **4.10. Diversity and tolerance**

The foundation of our business is the team. Together, we are creating jobs through modern investments. We respect and adhere to international human rights and labor standards.

We do not accept behavior that violates social order. Discrimination, mockery, mobbing, intimidation are unacceptable and will be eliminated.

**We respect and protect people, property, information.**



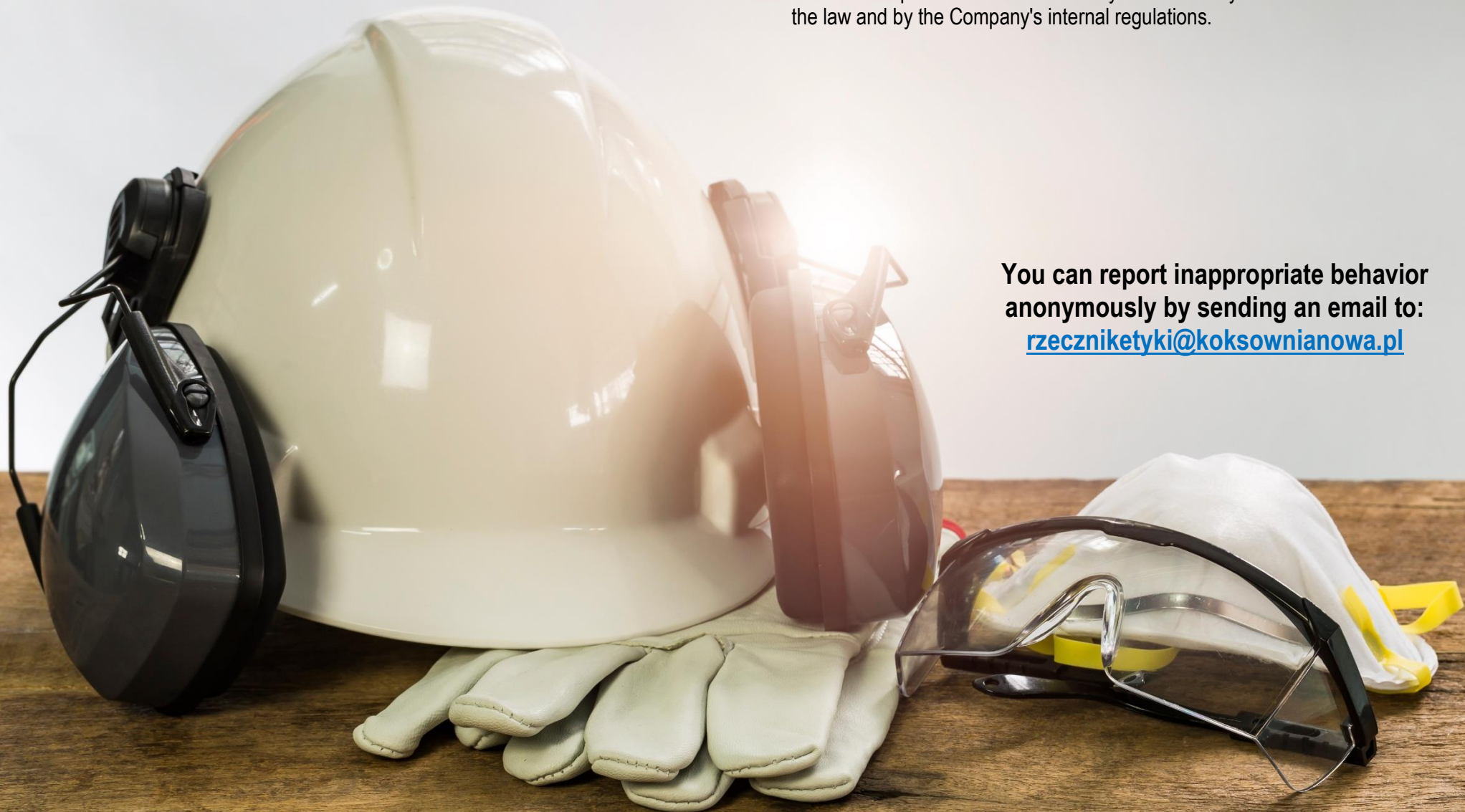
## 4.11. Occupational Safety and Hygiene

ISO 45001:2018, European framework directive on health and safety at work, EU regulation on personal protective equipment

Our basic principle is the safe production of coke.

We are required and oblige others working and providing services on our premises to comply with the rules of occupational health and safety as defined by the law and by the Company's internal regulations.

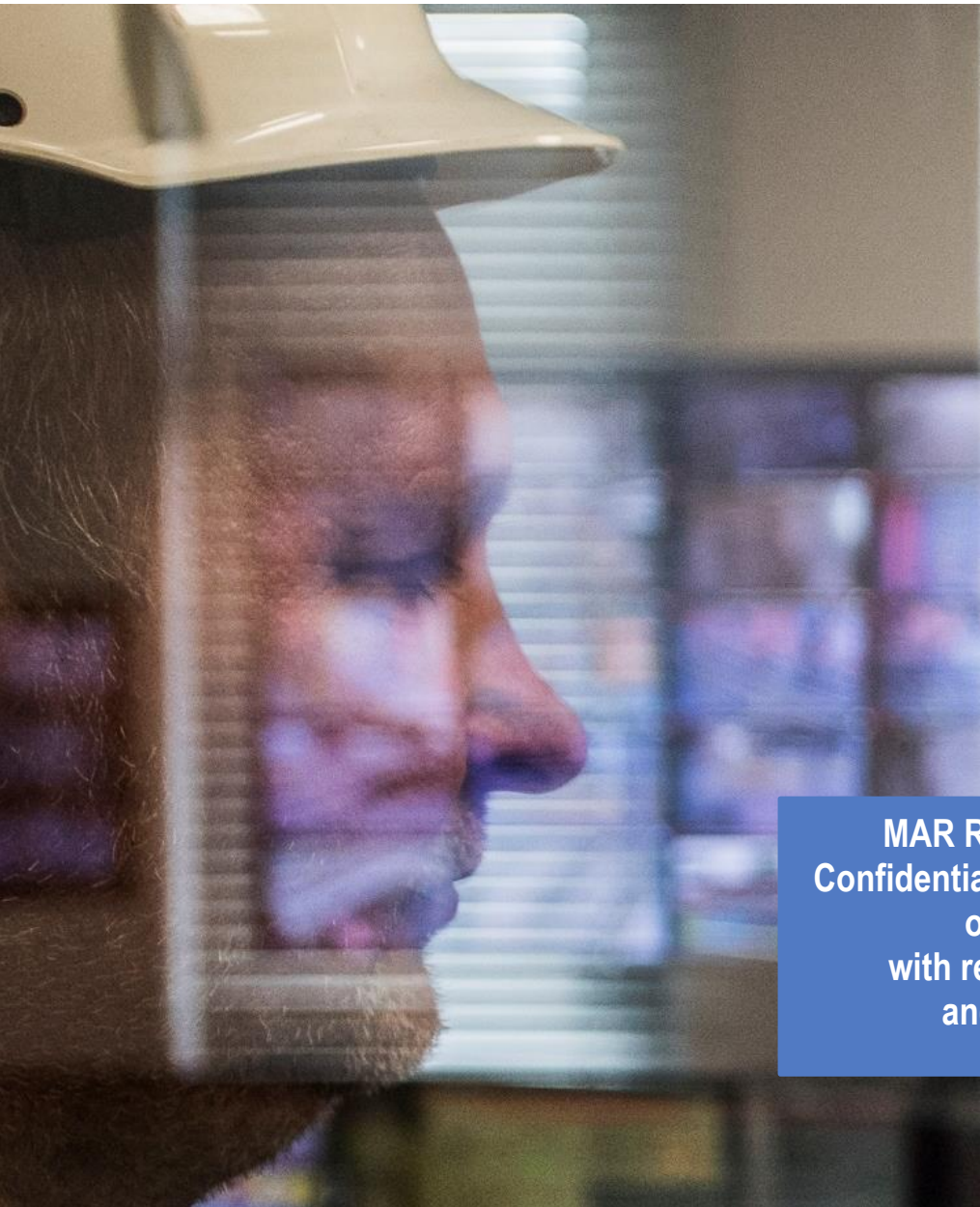
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# 4.12. Use of Company and third party resources

## Confidential information and data security

It is prohibited to disclose or discuss confidential information, including financial, partnership, business, technical or intellectual property information with unauthorized persons, whether they are Company employees or third parties.



We protect information, including the personal information of employees and Company affiliates with whom employees deal in the course of their duties. We obtain this data only to the extent necessary for the proper functioning of the Company.

The subject of special care is information protected by law, internal organizational acts of the Company and relevant clauses included in contracts with business partners. Employees do not disclose confidential information and do not speak on behalf of the Company unless authorized to do so. This includes communication with the press. You should consult with your supervisor about any public appearance on behalf of the Company.

Protection of personal data, especially of employees, customers and suppliers, is of particular importance to us. Personal data may be collected or processed only if permitted by law or with the consent of the data subject.

## Intellectual property

Our Company's intellectual property provides a significant competitive advantage and is therefore a valuable resource that we protect from any unauthorized access by third parties. We use the Company's tangible and intangible assets only for business purposes and not for personal use, unless expressly permitted.

**MAR Regulation, Personal Data Protection Act, Confidential Information Protection Act, Regulation (EU) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data**



# 05

## SUSTAINABLE DEVELOPMENT GOALS



# Sustainable Development

**Coke will remain indispensable even in an innovative economy, and a modern raw material industry can be built around this fuel, which combines the high efficiency of operations with an environmentally friendly approach.**





## 5.1. Management issues



Our priority is to provide customers with a product of the highest quality with optimal technological parameters, while at the same time reducing our environmental impact as much as possible. Accordingly, we take care of every stage of the production process, from the purchase of the raw material, proper storage of coking coal through the use of modern coke batteries, to ensuring an efficient delivery process.



## 5.2. Society



The foundation of our business is the team. Together, we are creating jobs through modern investments. We respect and adhere to international human rights and labor standards.

We do not accept behavior that violates social order. Discrimination, mockery, mobbing, intimidation are unacceptable and will be eliminated.

## 5.3. Employees



Although we make extensive use of modern technology and equipment, we are well aware that efficient production would not be possible without the commitment and experience of people. Our approach to labor issues is enshrined in the Company Collective Bargaining Agreement, Human Resources Management Procedure and Organizational Regulations.

The knowledge, skills and competencies of our employees are our most important resources and they represent our potential. Providing a stable and secure workplace is particularly important to us because it supports the development of human potential.



## 5.4. Environment



Our activities are supported with the implemented certified management systems and standards. In addition, by participating in programs co-funded by the European Union, we have committed ourselves to complying with stringent environmental standards and regulations and safe working conditions.

We minimize our impact on the environment and conduct activities to maintain harmony between industry and the environment.

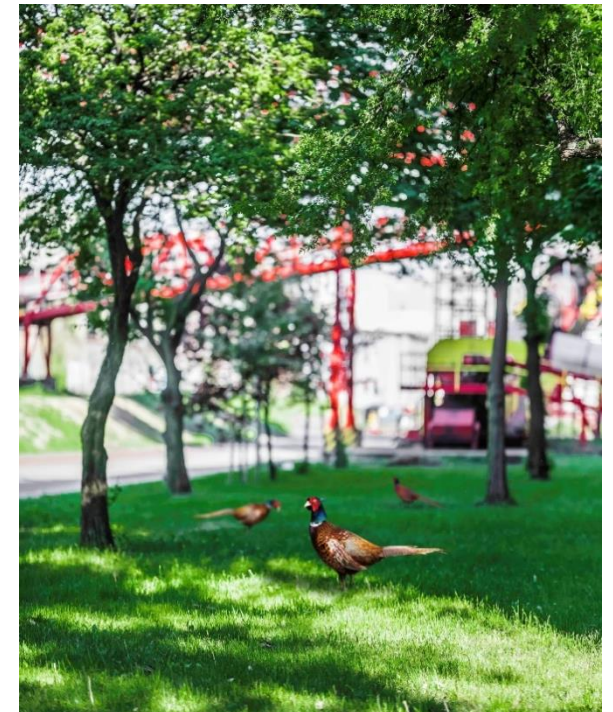
We operate in compliance with environmental laws and regulations.

ISO 9001, ISO 14001, ISO 50001, PN-N 18001

Sustainability, environmental and climate protection, and resource efficiency are key corporate goals for us. When developing new products and services and operating production facilities, we ensure that all environmental and climate impacts are kept to a minimum, and that our products have a positive impact on environmental and climate protection for our customers. Each employee is responsible for protecting natural resources and helping to protect the environment and climate through their individual behavior.

We comply with all ecological and environmental standards. First and foremost, we use and implement BAT Best Available Technology - a standard for determining emissions for larger industrial plants in the EU). We have also implemented an Integrated Management System, which is maintained and improved in accordance with the requirements of ISO 9001 - Quality Management, ISO 14001 - Environmental Management, ISO 50001 - Energy Management and PN-N 18001 - Occupational Health and Safety Management.

We feel responsible for the environment and therefore implement a number of environmental activities. Thanks to the investments we have made since 2009, the Company has become modern and decidedly less burdensome to the environment. Striving for the best possible product quality, while fully complying with EU standards, is a priority for us. We make sure to maintain a high business position and want to be seen as a modern plant that cares about the environment.







We are committed to ensuring that the highest ethical standards are observed at the Company and that any ethical concerns or questions by employees are answered. If you have questions about the application of this document, you can ask your supervisor, or a member of the HR department staff, who will help you solve your dilemma and make the right decisions. If, despite this, you still have concerns about our principles of conduct and values, you can report them to the Company's Management Board.



**Thank you for your  
attention**



koksownianowa.pl

biuro@koksownianowa.pl

rzeczniketyki@koksownianowa.pl

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**Registered office**

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**Biuro Zarządu  
(Management Board  
Office)**

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42-213 Częstochowa