

## CODE OF ETHICS MASTERPRESS S.A.

### Introduction

The mission of Masterpress S.A. is to label clients' products in the most efficient, innovative, and sustainable manner, ensuring their success in the market. The company is confident that this is achievable due to our vision of harnessing the potential of innovative thinking and hybrid printing, along with the principles and values that direct us and are directly reflected in our business approach.

Since its inception, Masterpress S.A. has grounded its operations in values such as Respect, Honesty, and Responsibility. These principles align with its mission, reinforce its culture, and articulate its approach to interactions with employees, customers, and partners.

### **Respect**

We acknowledge that the thoughts and feelings of others hold equal significance to our own.

### **Honesty**

We uphold honesty, ethics, and trustworthiness.

### **Responsibility**

We accept complete accountability for our decisions, actions, and outcomes.

By committing to the application of responsible business principles, Masterpress S.A. seeks to cultivate relationships with its clients and business partners grounded in established business standards. Thus, it is imperative that the principles outlined in the Masterpress Code of Ethics are embraced and followed by all employees and associates of Masterpress S.A., as well as by clients and suppliers, including their employees, representatives, and subcontractors.

Masterpress conducts its operations in compliance with relevant laws pertaining to environmental, social, and business domains. Furthermore, it consistently endeavors to enhance its operations and, in turn, to foster personal, professional, and partnership growth.

The comprehensive principles expected from its business partners are delineated in the Code of Ethics for Masterpress S.A. Suppliers.

Masterpress S.A. retains the right to assess the adherence of its own activities and those of its business partners to the established principles.



## I. PEOPLE

### Safety, health, and life protection

- Masterpress S.A. ensures that employees are provided with safe working conditions, enabling them to fulfill their responsibilities effectively in a manner that does not jeopardize their life and health,
- Complies with occupational health and safety standards and regulations, necessitating knowledge and adherence to these requirements from all staff members,
- Ensures that employees have adequate time to rest, meaning their actual working hours comply with the relevant national standards.
- Activities related to employee safety at Masterpress S.A. are governed by a well-established and adhered-to Occupational Health and Safety Policy framework.

MASTERPRESS S.A.

ul. Jacka Kuronia 4 · 15-569 Białystok · Poland  
T: +48 85 6647 530 · [www.masterpress.com](http://www.masterpress.com)

NIP 739 18 01 250 · REGON 510431484 · PKO BP 84 1020 3541 0000 5202 0011 6038

REGISTERED UNDER KRS NUMBER 0000297195 SHARE CAPITAL PLN 620,000.00, FULLY PAID

### Employee entitlements

- Masterpress ensures legal employment for its employees and does not condone informal employment.
- It adheres to the principle of equal opportunity, signifying that all employees are hired and promoted based on personal competencies and career accomplishments,
- Applies objective and non-discriminatory standards for the hiring and promotion of employees with due regard for all relevant formal regulations in this regard,
- Undertakes all measures to guarantee the prevention of mobbing and harassment, discrimination or intolerance,
- Adheres to legal regulations pertaining to labor law, encompassing stipulations related to minimum wage and the entitlement to prompt payment of wages, including compensation for overtime work,
- Fosters an environment conducive to employee development,
- Pursues ongoing enhancement of the workplace and upholds high standards within the established Personal Policy.

### Human Rights

- Masterpress S.A. adheres to the stipulations of both national and international standards concerning human rights, including the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the core labor standards established by the International Labour Organisation (ILO), the OECD Guidelines for Multinational Enterprises, and is further guided by the Sustainable Development Goals endorsed by the UN.
- Particular emphasis is placed on adherence to standards concerning Child Rights Protection, the Prohibition of Forced Labour, Freedom of Expression and Association, Anti-Discrimination and Equal Treatment, as well as Diversity and Inclusion.
- The company applies the principle of equal treatment, which prohibits both direct and indirect discrimination on any grounds, including sex, race, skin color, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinions, membership in a national minority, property, birth, disability, age, or sexual orientation,
- Embraces all forms of diversity as defined by origin, race, gender, sexual orientation, culture, age, marital status, religious or political beliefs, or affiliation with social and professional organizations.
- Masterpress has established a Human Rights Policy and conducts its business activities in accordance with its provisions.
- Engaging individuals participating in an official resocialization program does not violate the Masterpress Ethical Code of Conduct

## II. ENVIRONMENT



- The responsibility of every enterprise, including Masterpress, is to prioritize environmental stewardship and adhere to legal requirements throughout all phases of the customer order process, including delivery. Consequently, it conducts its operations in alignment with national and international environmental standards, as well as applicable legal regulations concerning the protection of the environment and natural resources.
- We undertake initiatives aimed at preventing environmental pollution and mitigating greenhouse gas emissions.
- Advocates for the responsible management of water, energy, and other natural resources,
- Embraces challenges that promote sustainable development, ensuring that efficiency improvements are complemented by environmentally friendly practices focused on resource conservation,
- Supports the advancement of eco-friendly technologies,
- Strives to minimize waste generation, properly segregate existing waste, and encourage recycling efforts.

MASTERPRESS S.A.

ul. Jacka Kuronia 4 · 15-569 Białystok · Poland  
T: +48 85 6647 530 · [www.masterpress.com](http://www.masterpress.com)

NIP 739 18 01 250 · REGON 510431484 · PKO BP 84 1020 3541 0000 5202 0011 6038

REGISTERED UNDER KRS NUMBER 0000297195 SHARE CAPITAL PLN 620,000.00, FULLY PAID

- We are committed to enhancing environmental awareness among our employees and fostering eco-friendly attitudes.
- To uphold the highest environmental standards, Masterpress has established an Environmental Protection Policy and conducts its operations in accordance with its principles.



### III. OPERATIONS

- Masterpress S.A. operates its business with integrity, adhering to ethical principles and complying with applicable regulations regarding equitable competition,
- Cooperation with suppliers and business partners is founded on equitable and transparent principles, with the expectation that they adhere to legal regulations, principles of fair competition, and the values upheld by the Company.
- We adhere to relevant legal regulations,
- Guarantees that all products and services provided conform to the established safety and quality standards defined by industry legislations and client's expectations,
- Adheres to the principles of equitable treatment of suppliers and business partners, including the utilization of equitable criteria for initiating and sustaining collaboration, along with access to information,
- Recognizes that in business relationships, offering or accepting any personal benefits is unacceptable and the satisfaction of this requirement is upheld by the Anti-Corruption Policy.
- Masterpress has established protocols to safeguard the processed data, including personal information, and has implemented Technical and organizational security measures for data protection.
- We protect and safeguard against potential disclosure of company information to unauthorized individuals, particularly business secrets and confidential data, while upholding professional confidentiality and guarantee the appropriate and sufficient safeguarding of corporate information as well as the data entrusted to us by our clients and business partners.

#### The applicability of the Code

The stipulations of the Code of Ethics are applicable to all employees of Masterpress S.A., irrespective of the nature of their contract, regarding the role, title held, range of responsibilities, and areas of expertise.

Employees are required to familiarize themselves with the Code of Ethics and to act in accordance with its stipulations.

For any breach of the standards outlined in the Code of Ethics, disciplinary measures may be enforced based on the severity of the infraction.

Masterpress S.A. recognizes that the Code of Ethics addresses only a segment of the ethical dilemmas it may face in its daily operations, which could give rise to ethical concerns or suspicions of misconduct. Nevertheless, we are confident that this Code will offer guidance on how to address these issues and identify sources of assistance and appropriate counsel.

#### Reporting discrepancies

All individuals possess the right to report information pertaining to violations of ethical standards or conduct norms, including employees and external entities such as business partners, suppliers, customers, and other stakeholders.

Any instances of misconduct should be reported to the immediate supervisor or a representative of the HR Department in accordance with the Regulations on Reporting Violations of Law and Implementing Follow-Up Actions at Masterpress S.A.

All reports will be managed with the utmost diligence and a commitment to maintaining the confidentiality of the reporting individual.

#### MASTERPRESS S.A.

ul. Jacka Kuronia 4 · 15-569 Białystok · Poland  
T: +48 85 6647 530 · [www.masterpress.com](http://www.masterpress.com)

NIP 739 18 01 250 · REGON 510431484 · PKO BP 84 1020 3541 0000 5202 0011 6038

REGISTERED UNDER KRS NUMBER 0000297195 SHARE CAPITAL PLN 620,000.00, FULLY PAID