

PROCEDURE

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Code of Ethics

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Prepared by: Robert Słoniec, MSc (Signature)	Checked by Joanna Faber, PhD Eng. (Date, Signature)	Approved by: Arkadiusz Stojęcki, PhD Eng. (Date, Signature)
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1. PURPOSE

This Code of Ethics is intended to develop a positive workplace culture within our organisation and beyond. It shows that we maintain high ethical standards going beyond what is required by law. It helps encourage a culture of mutual trust among our employees, supports the transparency of what we do, and serves as a useful guidance document for our employees, business partners and customers. This document is particularly valuable in the fast-changing business and social environments. It supplements and reinforces the standards of conduct set out in legislation regulating the rights and duties and employees and helps maintain the efficiency and transparency of BOSMAL's business activities and encourage our suppliers' and customers' trust in what do we do.

2. SCOPE OF APPLICATION

This Code of Ethics defines the ethical values and principles as the basis for our people's conduct in their work to deliver on the mission of Instytut Badań i Rozwoju Motoryzacji BOSMAL sp. z o.o. ("BOSMAL"). These values and principles are as a "road map" for all our employees.

3. SCOPE OF APPLICABILITY

This document applies to any person engaged by BOSMAL to work for the company, regardless of the legal basis of this engagement. It must also be followed by trainees, interns, volunteers and all our business partners of any legal status.

4. DIVISION OF RESPONSIBILITIES

The Management Board of BOSMAL is responsible for

- developing an ethical workplace culture and ethical standards, and promoting them across the employees and organisation.

Each employee must

- follow the rules, principles and standards described in this document.

5. DEFINITIONS AND ABBREVIATIONS

5.1. Definitions

Definition	Description
BOSMAL/Institute	means Instytut Badań i Rozwoju Motoryzacji BOSMAL Sp. z o.o.

5.2. Abbreviations

Abbreviation	Description
-	Not applicable

For the names of departments, please refer to the currently valid organigram in [BOSMAL/R-0-03](#).

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6. PROCEDURE

6.1. Our declaration

As an organisation, we declare that we follow the provisions of the the EU Gender Equality Strategy 2022-2025. In this connection, we have a Workplace Harassment Prevention Policy in place to ensure the ultimate safety and security of our employees, including with regard to protection against workplace harassment. All our employees of all sexes and genders are provided with equal access to the tools they need at work, as well as training, conferences and financial support for training and further education.

We work to counteract all inequalities between sex and genders in terms of wages. Our employees are paid on the basis of their formal qualifications, work experience and, above all, their skills and knowledge, without any form of discrimination leading to differences in pay levels solely on the basis of gender.

When recruiting people, we use subject-matter criteria defined specifically for our vacancies. Both men and women are invited to join our research projects, and the only criterion is the knowledge, education and experience required in the project. The provisions of the Polish Labour Code, which BOSMAL complies with, provide our employees with an equal footing in terms of the time spent looking after their underage children. This includes equal access to childcare leave or parental leave to both men and women.

While promoting ethical and social responsibility, we clearly condemn all forms of modern slavery, such as forced labour, human trafficking or other forms of human exploitation. We commit ourselves to comply all domestic laws and international standards designed to combat modern slavery. We respect human rights and support global efforts to eradicate workplace mistreatment. We work to make our work fully transparent. In this connection, we commit ourselves to monitor and audit our supply chain actively in order to identify, prevent and eliminate all instances of modern slavery.

An ethical company, we say "No!" to forced evictions only to achieve our goals.

Mindful of the environment, we respect the right to land, forests, water and other natural or environmental resources.

In our internal and external relationships, we respect the law and ensure the protection of personal rights. We say "No!" to psychological or physical violence using our own means or external means (external security service personnel).

6.2. Internal relations

- 1) The work done by all our people is solely for the benefit of BOSMAL.
- 2) Our employees are expected to comply with the law, generally accepted standards of behaviour in social interactions and to follow good practices when performing their work duties within the limits of their authority.
- 3) No employee may take advantage of their authorisations for purposes other than those for which they were granted to them.
- 4) In the course of their work for us, all employees are expected to help deliver on our mission. More specifically, they are specifically expected:
 - to strengthen the Institute's market position and good reputation internationally,
 - to expand the Institute's business profile to include new industries,

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- to continue to expand the Institute's range of products and services and to improve the quality of the Institute's products and services on a continuous basis,
 - to expand the Institute's technology park by investing in modern equipment, machines and infrastructure upgrades, and
 - to promote sustainable development while respecting labour law and employment regulations, human rights, protecting the environment and the health and safety of our personnel, and to ensure the security of information and the protection of personal data.
- 5) We also expect all our employees to be respectful of themselves and others in the course of their work and to share their experience with their younger colleagues readily.
- 6) All employees are expected to act in accordance with the fundamental standards of conduct and values in the course of their work. They are specifically expected:
- to respect the law,
 - to act impartially, independently and unselfishly,
 - to be guided by honesty, reliability and responsibility,
 - to work professionally,
 - to interact with others on a partnership basis,
 - to be kind and friendly to customers, managers, subordinates and colleagues (using generally accepted polite expressions when dealing with people directly, on the phone or in written communication),
 - to show good manners and to dress properly (when on the premises of BOSMAL, employees should wear proper, neat and tidy clothes and must wear protective and working clothes for the purposes for which they are intended),
 - to be proactive in develop personally and professionally by extending their knowledge and honing their professional skills,
 - to respect the company's identify, including its (brand) name and logo (looking after the property, image and reputation of the company and its people, showing the required levels of care, diligence and thrift),
 - to refrain from engaging in any activity that might be in conflict with their work duties or adversely affect the impartiality of their decision-making at work and to stay away from activities that may lead to action against the interests of BOSMAL.

6.3. External relations

- 1) Employees are expected to ensure that the company's dealings with its customers and suppliers are kept professional and based on mutual trust (all such dealings should be based on professional grounds, with honesty in competition, and without detriment to the reputation of competitors).
- 2) The intellectual property of suppliers and customers must be protected. This includes measures to ensure the security of personal data processed by employees.
- 3) Only fair and transparent competition in accordance with the principles of business ethics should be supported.
- 4) Protection of confidential information belonging to BOSMAL, customers, business partners and competitors.
- 5) All corruption must be prevented by maintaining a fair and transparent system of accounting.

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- 6) Customary low-value gifts may be accepted and offered officially, which is permitted by the provisions of our Anti-Corruption Policy (care must be taken to ensure our ultimate impartiality in dealings with any supplier or customer).
- 7) No dealings should be undertaken with any person or entity that is disrespectful of our fundamental values described in this document.
- 8) We reserve the right to audit and inspect the work of other business partners as part of our business relationships with them.
- 9) All our customers should have access to comprehensive information about our services, prices and terms of business, and they should be informed of anything that may affect our business dealings with them.
- 10) The political activity of BOSMAL employees remains their private matter and should not be connected in any way with their work at and for BOSMAL.
- 11) We work towards innovative solutions and products, and we are flexible in streamlining our processes to achieve our goals.
- 12) Not using counterfeit products in our business.

6.4. The world around us

- 1) We take full responsibility for the impact of our activities on the natural environment. All employees are required to follow the environment-related restrictions imposed by law. Emphasis should be placed on finding solutions to eliminate the negative impact of our activities at source.
- 2) We commit ourselves to maintain a system of compliance with the ISO 14001 environmental standard, which is an important element of an efficient key process management system.
- 3) New jobs should be created in response to our continuing growth investment.
- 4) Our relations with civil servants and government officials should be kept corruption-free and transparent.
- 5) Adherence to export restrictions and economic sanctions must be ensured.
- 6) Measures should be taken to promote our corporate social responsibility not only in our internal relations, but also by supporting social, cultural and educational activities in our communities. Support should be offered as far as possible to sports clubs, scientific projects, and communities of artists and performers
- 7) A family-like, friendly workplace environment should be encouraged by supporting activities that help maintain a work-life balance (such as annual meetings for our employees and their children).

6.5. Priority

This Code of Ethics is the main and overriding document that sets our principles of business ethics and standards of conduct. This document is supplemented by other internal regulations dealing with ethically and legally sensitive areas. These regulations include the Anti-Corruption Policy [BOSMAL/A-14-01](#) and the Workplace Harassment Prevention Policy [BOSMAL/A-2-01](#).

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6.6. Summary

- 1) All BOSMAL employees are required to know this Code of Ethics and to acknowledge its acceptance by signing an acceptance form ([Form 1](#)) and, after signing, to respect and follow the provisions of this Code.
- 2) If an employee suspects the possibility of departure from the provisions of this document, they should report it in good faith to their manager (immediate superior) or directly to the Team for Legal Compliance Monitoring and Standard Management and, where reasonable, to the President of the Management Board of BOSMAL.
- 3) Any departure from the principles described in this document should be reported directly to the Team for Legal Compliance Monitoring and Standard Management via one of three channels: electronically (by email to etyka@bosmal.com.pl), by post, or in person (in this case, a written record will be made with the names of the reporting person and the recipient). When this report is received, an investigation will be initiated and should be completed within one month of the date of the report. If the matter is very complicated, the investigation must be completed within two months of the initiation date.
- 4) The decision that follows from this investigation may be appealed against to the Management Board of BOSMAL. The appeal must be submitted in writing within 14 (fourteen) days of the date of the decision. The Management Board must review the appeal within one month of the date of submission and must issue the final decision.
- 5) A violation of the Code of Ethics may result in disciplinary action and all the consequences described in the provisions of Polish labour law.

6.7. Final provisions

- 1) This Code of Ethics is available electronically (downloadable from our intranet platform or our website).
- 2) This Code of Ethics must be communicated to employees in a published internal regulation of the President of the Management Board and will become effective when approved.

7. RELATED DOCUMENTS

Reference	Description
BOSMAL/A-2-01	Workplace Anti-Harassment Policy
BOSMAL/A-14-01	Anti-Corruption Policy

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8. APPENDICES

8.1. Forms

Document type	Document title	Retention period (years)
Form 1	Declaration of familiarisation with the content of the Code of Ethics (Polish)	Throughout the period of employment
Form 1e	Declaration of familiarisation with the content of the Code of Ethics (English)	Throughout the period of employment

8.2. Appendices

Document type	Document title	Retention period (years)
-	Not applicable	-

REVISIONS		
Date of issue	Revision	Description
24/10/2022	1	The provisions in the content have been clarified. Information about bulletin removed. Appendix 1 replaced by Form 1 ; English version of the Form 1 (Form 1e) added to the list of forms. The changes were marked.
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14/05/2024	3	
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