



# Business Code of Conduct

**IMC**  
**SLOVAKIA**  
WE MAKE YOUR IDEAS INTO REALITY

[www.imcslovakia.sk](http://www.imcslovakia.sk)



# INTRODUCTION

Our company – **IMC Slovakia** – was established in 1995 and from the very beginning it was crucial for us to preserve moral values, respect human rights and have beneficial environmental impact. This is reflected both in our communications with our business partners and in our production and business conduct. For us as a company IMC Slovakia, values such as honesty, sincerity, abiding the laws and fair dealing are important. Therefore, we have created this Business Code of Conduct, in which these values are applied and summarized. In our business, we always comply with our local laws, but also with the laws of our customer's country. In case that the customer's country laws are in conflict with our Code, the laws always take precedence. Furthermore, the internal regulations of our company should not conflict with our Code. Following this code is a prerequisite for successful cooperation between the company and its employees and customers.

# BASIC RULES AND REGULATIONS

## Legal responsibility

We always act honestly and do not try to deceive our customers, the government, nor do we use any third parties for fraud. We also comply with legal obligations, such as paying taxes, obtaining the necessary licenses and permits, complying with the export laws of goods, respecting the rights of third parties, and absolutely prohibiting corruption and money laundering. We oblige to these principles in every action, whether or not our company benefits from it.

## Report any suspicious activity:

People in our company are always obliged to report suspicious activity, which would indicate a violation of the law, to their supervisor or in case of serious offenses, to the appropriate authorities. Reporting suspicious activities should be done in person, but they can also be reported anonymously and reported suspicions are always investigated immediately. Supervisors are expected to deal seriously with the reported issues and actively produce satisfactory solution in accordance with the ethics of the company IMC Slovakia, values and procedures. IMC Slovakia protects individuals who report alleged infringements and always maintain confidentiality when dealing with reported issues, regardless of whether the reported suspicion is confirmed or not. Any violation of the law or our Code will result in disciplinary action and appropriate punishment.

## Cooperation with authorities

IMC Slovakia always cooperate with authorities with respect and help with the investigation or with the taking of evidence.

## Supervisors' responsibilities

We demand increased responsibility from our supervisors. Their actions must set an example of following these principles. Furthermore, the supervisors should be always accessible for the employees who need their guidance or protection

## Social responsibility

It is the responsibility of IMC Slovakia to inquire about corporate responsibility, including human rights, fair treatment, health and safety and environmental protection. Therefore, we treat all our employees equally and with respect and we strictly refuse any violation of the human rights. Additionally, we do not accept any form of harassment or bullying and our supervisors should always protect their subordinates. Moreover, in IMC Slovakia our social responsibility is to support each other and work as one team while executing our jobs responsibly and helping each other. This also applies for our business partners where we always try to cooperate and help our partners as much as we can.

# CONFLICTS OF INTEREST AVOIDING

In IMC Slovakia we accept business decisions based on the best interests of our company and our society and not based on personal considerations or relationships. Conflict of interests arise if anything hinders or influences independent judgment of our employees. Therefore we must avoid situations in which may be our personal interest in the conflict with the best interests of our company and society.

IMC Slovakia employees can set up their own business that is related to our field of business only with the written consent of the owner of IMC Slovakia. Such consent is only granted if it is beneficial to our company and is not in contradiction to law or our Code of Business Activity.

A former employee after leaving the company should not start working for our competitors or reach out to our business partners without the written permission of the owner of IMC Slovakia..

# WORKING WITH INFORMATION

IMC Slovakia processes personal data in accordance with Regulation 2016/679 of the European Parliament and with the Council on the protection of individuals with regard to the processing of personal data and its free movement based on the Act no. 18/2018 Coll. on the protection of personal data.

# BEHAVIOR TO OUR CUSTOMERS, SUPPLIERS AND THIRD PARTIES

## Fair play

The effort of the company IMC Slovakia is to promote a fair economic competition since the competition support business efficiency. We support business development, innovation and create more opportunities for consumer's choice. Moreover, we as a company must always compete in the open market as a strong supplier while complying with competition laws of each country in which we operate.

We promote fair competition with our suppliers and oblige to antitrust laws to prevent unfair competition and unfair agreements between our suppliers. We choose suppliers only on the basis of price, quality, production possibilities, their performance and capacity.

## Corruption and bribery

The company IMC Slovakia applies the principle of zero tolerance to any form of corruption and unfair financial practices, including bribery, charges to facilitate the procedure, fraud, embezzlement and money laundering whether by our suppliers, customers or legal authorities. All payments that we make or receive are strictly in accordance with written agreements and we do not tolerate any bribes, whether in the form of an unofficial payment or donation. Any attempt for corruption will result in disciplinary punishment and if necessary, be reported to the appropriate authorities.

# QUALITY SERVICE

We always deliver our services of the highest possible quality and are constantly working to raise our quality standards, innovate production processes and thus maintain excellent customer relationships.

# HEALTH AND ENVIRONMENTAL PROTECTION

In our company we follow the act 124/2006 – health and safety legislation in our country. Moreover, we are always trying to secure the health and safety of our employees by eliminating the risks arising from work through the implementation of the latest safety regulations and through continuous modernisation of our safety systems implemented in the production. Furthermore, we strictly prohibit any use of drugs or alcohol on the workplace, as it can lead to inappropriate behaviour and cause a danger to the safety of others.

One of our main objectives is always to protect the environment. Therefore, we as a company as well as our business partners must always try to sustain the environment, comply with applicable laws, and try to minimize the negative impact on the environment. For these reasons, we are continually investing in renewable energy and eco-friendly production methods to save the environment.

## CODEX USING

We train our employees to understand and always follow this Code of Conduct in their day-to-day business while ensuring that we always do our business responsibly. By following our Company's Code of Conduct, we strengthen our credibility with our customers, partners and employees.

# ADDRESS

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# CONTACT

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Registration: the company is registered in the Commercial  
Register of District Court Trenčín Section: Sro, Insert No. 3077 / R.

