

PZ STELMACH  
COMPANY: OPOLE



**S T E L M A C H**  
**Human Rights and Working Conditions Policy**

Edition: 1  
Date: 01/06/2023

Edition	Approved by:	Allowed by:	Date:
1	PZ Stelmach Sp. z o. o Management Board President	PZ Stelmach Sp. z o. o Management Board President	01/06/2023



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### **POLICY STATEMENT**

This policy confirms the company's commitment to respect fundamental rights and freedoms as set out in the Human Rights Act of 1998. We ensure that our jewellery products are manufactured and sold in conditions that show respect for our employees who complete important work in the production and sale of our products.

Our commitment to these core principles is reflected in the policies and practices that apply to employees, suppliers, customers and the areas in which we operate.

The Quality Control Manager is responsible for the Human Rights and Working Conditions Policy.

### **EMPLOYEES**

Our company treats its employees with due dignity and respect. We strongly oppose all forms of discrimination and harassment. We also recognize the right of employees to collective negotiations in accordance with the applicable law.

The company is committed to maintaining a work environment free from hostility, harassment, discrimination and retaliation in the workplace. Sexual, discriminatory or retaliatory behaviour is unacceptable and will not be tolerated. Each employee is obliged and responsible for complying with such principles and maintaining a positive and productive work atmosphere in which all employees have the opportunity to perform at the highest level without any undesirable behaviour. Any employee who violates these principles will be subject to disciplinary action, which may include immediate termination of employment.

All employees in the workplace will adhere to the principle that they will not practice or tolerate any form of discrimination. All employees have equal opportunities regardless of race, ethnicity, national origin, religion, disability, gender, sexual orientation, trade union membership, political affiliation, marital status, pregnancy status, physical appearance, age or any other prohibited basis. All persons able to work must be given an equal opportunity, regardless of factors that are unrelated to their ability to work.



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### REMUNERATION

**PZ Stelmach Sp. z o. o** pays remuneration that meets or exceeds legally required remuneration in accordance with the applicable national regulations. All company employees are informed about the existing work regulations and employee remuneration regulations and are obliged to comply with them.

### WORKING HOURS

**PZ Stelmach Sp. z o. o** complies with the applicable national regulations and industry practices regarding working hours.

### MOBBING

Workplace mobbing refers to repeated, unjustified actions by individuals (or groups) directed against an employee (or group of employees) that are intended to bully and pose a threat to the health and safety of employees .

Examples of bullying:

- Unjustified criticism,
- Blaming without actual justification,
- Being treated differently from the rest of your work group,
- Being shouted at or humiliated
- Being the object of jokes.
- Over-monitoring.

**PZ Stelmach Sp. z o. o** definitely condemns mobbing in the workplace and will not tolerate it under any circumstances. Supervisors and managers are responsible for ensuring the employees are not bullied. Any employee who harasses a colleague will be subject to disciplinary action, up to and including termination of employment. All workplace harassment complaints will be treated seriously and investigated promptly. During the investigation process, the company will strive to maintain confidentiality to the fullest extent possible.



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### CHILD LABOUR, SLAVERY, HUMAN TRAFFICKING

**PZ Stelmach Sp. z o. o** does not allow the use of child labour, slavery or human trafficking. We will not tolerate child abuse, human trafficking, corporal punishment, harassment or involuntary servitude of any employee. We expect our suppliers and contractors we work with to follow the same standards.

### SAFETY

We avoid incidents related to safety and environmental protection in our company. We aim at providing an injury-free work environment for all of our employees.

The policy of **PZ Stelmach Sp. z o. o** is to assist and fully cooperate in any efforts to resolve or remediate any items that have been identified as an impact under this Policy. The Company will strive to identify, prevent, mitigate and respond promptly to any complaints or signs of violations of the principles set forth herein. The complaint handling procedure is defined and should be followed by the employees. All employees should report any violations or issues related to these principles directly to the senior management.

### SCOPE

The policy applies to all entities related to **PZ Stelmach Sp. z o. o**, including its employees, directors, officers, contractors and third parties acting on behalf of the company. It is a document intended for internal use, and the company's Management Board is responsible for providing every interested person or entity with it. Failure to comply with the principles contained in the Policy will result in appropriate actions.



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**RESPONSIBILITY**

The Quality Control Head is responsible for the development and implementation of this Policy and the appropriate procedures, and **PZ Stelmach Sp. z o. o.** undertakes to review the Policy annually.

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(Responsible Person Signature)