# CODE OF ETHICS

RELIABLE EMPLOYER OF THE YEAR 2019

"Every human, every team of collaborative people, is governed in their actions by what they believe is more precious than everything else – these are values"

W. Gasparsk

Lesaffre Polska S.A. constitutes a part of the international Lesaffre group, which has its registered office in France and is currently the world leader in yeast production. This position, in connection with conducting business activities in an honest and fair manner, as well as with respect and loyalty, gives the advantage that could not be achieved in any other way. Abiding by the ethical rules increases the trust of the customers, the confidence of the partners, and the pride of our employees.

# The meaning of our values



Our values underlie all of the decisions that we make. Therefore, our clients and partners may perceive us as an innovative and responsible company that can be trusted. We believe that by being socially responsible and applying the aforementioned rules, we create a friendly workplace, simultaneously building a worthy future for the company.

#### **Business** ethics

We fulfill the provisions of agreements that we conclude in a timely manner and in accordance with the laws in force. In the case of possible delays, the contractor is duly informed of the cause of the delay. Lesaffre Polska S.A. advertises its products in such a way as to not use the content that may discriminate against or offend other people. The company cares about making its products safe for the consumer and places only truthful information on the packaging of its products.

### **Partnership**

Our clients are our partners, and we do our best to ensure their complete satisfaction.

### Fair competition

We abide by the rules, regulations, and provisions combating unfair competition and prohibiting any forms of corruption or bribery

#### Law

We abide by all of the local and international laws in force, provisions, and standards.

### Quality



Our products are characterized by the highest quality, and we work on maintaining this quality and innovation in all of our operations and products

#### Hygiene

Essential in the food industry, it is of key importance and involves personal and environmental hydiene.

#### Natural environment

We respect the natural environment and believe that it is our responsibility to maintain and protect the environment wherever we are, both for us and future generations. The environmental management in Lesaffre Polska S.A. includes, among other things, the reduction of water and electricity use, industrial waste management, and, most importantly, the systematic decrease of the negative impact of the economic operations on the environment.



#### Respect

We respect all people and their privacy rights. We accept diversity understood in the categories of origin, race, sex, culture, age, marital status, religious and political beliefs or affiliation to social and professional organizations.

#### Working environment

Lesaffre Polska S.A. respects international human rights and treats its employees fairly and with respect, regardless of their position. Relationships with the employees base on rules that are clear for both parties and comply with the law in force and good manners.

### Salary

For full-time work, the employee is guaranteed the salary at least at the level of the national minimum wage. Moreover, Lesaffre Polska S.A. guarantees that it does not apply any forms of hiring permanent employees on the basis other than an employment contract, the purpose of which would be to avoid acts and provisions on social insurance.

### Working hours

Working time must comply with Polish legislation. Regular demand for overtime work is unacceptable.

#### **NSH**

Safety first – this is not only a slogan, but also a rule that we follow and apply every day. Lesaffre Polska S.A. provides a safe and healthy working environment. The company also takes appropriate steps to prevent accidents and damage to health by minimizing the causes of dangers related to the work environment.

# Freedom of association and the right of collective bargaining

Polish law permits the creation of employee organizations of any kind. Lesaffre Polska S.A. respects this right, and our employees are guaranteed the freedom to be a member of such organizations.

#### Innovations and constant improvement

Quality and innovation constitute particularly important subjects to Lesaffre Polska S.A. We encourage sharing ideas because we value innovations and projects of our employees or partners. We pay constant attention to the needs and challenges of the market in order to evaluate and improve our products, services, technologies, and methods of operation. Numerous awards and certificates constitute the best reflection of this approach.



# Forced labor

The use of forced labor, that is, prevention of voluntary resignation, is prohibited. Moreover, the personnel of Lesaffre Polska S.A. cannot be forced to make any deposits or submit identity documents when taking up employment in our company.

# Disciplinary penalties

Lesaffre Polska S.A. does not engage in or support the use of corporal punishment, psychological coercion, and offensive language.

#### Child labor

In Lesaffre Polska S.A., the use of child labor, that is, the labor of persons under 16 years of age, is prohibited. Children are protected against economic exploitation.

#### Discrimination

The use of any forms of discrimination is prohibited. Lesaffre Polska S.A. does not engage in or support discrimination in the scope of hiring and dismissal, remuneration, access to training, and the possibility of promotion, especially due to one's race, nationality, religion, disability, sex, sexual orientation, trade union membership or party affiliation.



## The company's environment

Lesaffre Polska S.A. cooperates with local authorities, social institutions, and organizations in the scope of sponsoring many campaigns providing help to those in need, and also supports events which are important to the community

# Honesty and professionalism

All of the employees of Lesaffre Polska S.A. and its partners shall behave in a professional and honest manner.

### Commitment of partners

Lesaffre Polska S.A. expects that all of its suppliers and partners believe in and apply the same rules of ethics and conformity in their daily operations, thus creating a coherent image of reliable companies.

