



**Business  
Code of Conduct  
Policy**

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## Polymer Team Business Code of Conduct

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# Polymer Team Business Code of Conduct

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Polymer Team attaches great importance to the best standards of social and ethical values as well as environmentally conscious and sustainable entrepreneurship.

We're therefore committed to creating a safe working environment, treating employees with dignity and respect, acting honestly and ethically, doing business in an environmentally friendly and sustainable manner wherever we operate.

In order to further sustain and grow Polymer Team's business, it is imperative that all employees share and follow the core values and standards. These core values and standards are the basis on which we want to build and which we emphasize without concession.

We strive to retain and recruit employees who fully understand and support these core values and standards.

These core values are :

**Respect**

Appreciation for all colleagues, customers,...

**Excellence**

Exceeding expectations of the goal we're pursuing.

**Innovative**

Work smart, create value and be creative.

**Decisive**

Think and act purpose-driven.

**Passion**

Love what you do and love doing it.

The foundation of Polymer Team is built on ethical values and the compliance with official legislation both in letter and spirit. All employees and suppliers respect and comply with these laws, rules and regulations of the countries in which we operate as well as the respective rules and regulations of our customers, even if these are more stringent.

Nevertheless, we do not expect our employees and suppliers to have complete knowledge of all these laws, rules and regulations. It's important to know when to seek advice from the respective managers or from the HR department.

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# Labour

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Polymer Team adheres to human rights (political, civil, social, cultural and economic rights) for all employees and treats them with dignity and respect as understood by the international community.

1.1 Child Labour

Polymer Team distances itself from child labor (“child” refers to any person under the age of 15). There are also no employees under the age of 18.

1.2 Working Hours

The normal work regimes (schedules) are laid down in the work regulations. If it is temporarily necessary for certain employees to work overtime, this will be done in accordance with local legislation, regarding the maximum permitted working time per day and per week and the compensation of the overtime working hours.

1.3 Wages and Benefits

Polymer Team ensures that all wages, benefits and social security system contributions comply with local laws and regulations in force, including minimum wages, overtime and statutory benefits. Employees are compensated for overtime at hourly rates higher than the regular hourly rates. Deductions from wages as a disciplinary measure are not permitted.

1.4 Human Treatment and Non-Discrimination

Polymer Team is firmly committed to providing equal opportunities to everyone in every area and will not tolerate inhuman treatment including (verbal) violence, violence based on gender or sexual orientation, sexual abuse, bullying, mental or physical coercion.

As well as discrimination or harassment based on ethnicity, age, gender, sexual orientation, political or religious beliefs, pregnancy or marital status in recruitment. These factors shall not affect promotions, salary increases or the opportunity for additional training. The selection and recruitment of employees is exclusively based on competence, experience, talent and input.

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# Safety, Environment and Health

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Polymer Team strives to provide employees with a safe and healthy working environment that is pollution free, by ensuring that the workplaces, machines and processes are safe and without risk to health. Each employee has the responsibility by following the rules and procedures related to safety, environment, sustainability and health. Environmental issues will always be approached with caution and environmentally friendly initiatives will be supported.

## 2.1 Occupational Safety, Environmental Protection and Sustainability

Polymer Team adheres to all applicable laws and regulations in protecting the environment by monitoring the safe handling, storage and disposal of environmentally hazardous substances. Workers are provided with appropriate well maintained personal protective equipment (PPE) necessary to reduce potential exposure to known hazards to an absolute minimum.

Emergency plans and response procedures plans are implemented to minimize the impact of potential emergency situation through emergency drills at least annually. Procedures are in place to encourage workers to report occupational injury and illness and implement corrective actions to eliminate it.

## 2.2 Sanitation, Refectory & Working Environment

Employees have access to clean toilet and laundry facilities, potable water and a sanitary food preparation and eating facilities as well as a clean working environment.

Workers are encouraged to help maintain the good condition of these facilities.

## 2.3 Health and Safety Communication

Polymer Team provides employees with appropriate workplace health and safety related information and training to understand the identifiable workplace hazards that the workers are exposed to.

Health and safety related information are posted in location accessible and identifiable by workers and they are encouraged to raise safety concerns without retaliation. All employees are provided with training prior to the beginning of work and regularly thereafter.

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# Ethics

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Polymer Team upholds the highest standards of ethics in meeting its core values in the business operations. All business dealings should be transparently performed and accurately reflected in Polymer Team's financial records and reports.

### 3.1 Conflict of Interest

A conflict of interest arises when:

- a person's private interest interferes in any way, or even appears to interfere with the interests of the Company
  - an employee takes actions or has interests that may make it difficult to perform his or her Company work objectively and effectively
  - a Company's employee work for a competitor, customer or supplier in any way
- Conflicts of interest are prohibited as a matter of Company Policy, and all employees must avoid any direct or indirect business affiliation with customers, suppliers, or competitors.

### 3.2 No Improper Advantage

Polymer Team has a zero- tolerance policy in prohibiting any and all forms of bribery, corruption, extortion and embezzlement that covers:

- tolerating, offering, promising, giving or accepting anything of value, either directly or indirectly through a third party
- soliciting gifts, events or favors from vendors, subcontractors or suppliers

If a gift creates an obligation or appears to create an obligation, it's likely to be viewed as a bribe. Polymer Team strictly follows anti-corruption and anti-bribery laws set by country's local laws in which Polymer Team operates.

Polymer Team has enforced GLET(gifts, lunches, events, travel) Policy to implement best business practices and good corporate governance. It serves as the protocol and specific on the approval and reporting requirements.

All GLET and business dealings on behalf of Polymer Team must be transparently performed and accurately recorded with appropriate receipts or proper documentation in financial records and reports. No GLET to government officials subject to exception and prior approval by management (hierarchical line).

### 3.3 Data Privacy and Disclosure of Information

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of reports or misrepresentation are unacceptable. All the Company's books, reports, accounts and annual accounts must be

- well detailed
- appropriately reflect the Company's transactions
- promptly disclosed in accordance with any applicable laws or regulations
- conform both to applicable legal requirements and to the Company's system of internal controls

It's prohibited to directly or indirectly take any action to coerce, manipulate, mislead or fraudulently influence the Company's independent auditors for the purpose of rendering the financial statements of the Company.

Employees must maintain the confidentiality of proprietary information entrusted to them by the Company or its customers or suppliers, except when disclosure is authorized in writing by the Board of Directors or required by any laws or regulations. Proprietary information includes all non-public information that might be of use to competitors or harmful to the Company or its customers or suppliers if disclosed. The obligation to preserve this information continues even after employment ends. Unauthorized use or distribution of this information is a violation of Company policy and will result in civil or criminal prosecution.

### 3.4 Protection of Identity and Non-Retaliation

Employees are encouraged to talk to supervisors, managers or other appropriate personnel when

- observed or perceived behaviors that they believe may be illegal
- violates the Company policy or the Code of Conduct
- when in doubt about the best course of action in a particular situation

Polymer Team ensures and maintains the confidentiality and protection of whistleblowers, suppliers and employees when reporting any irregularities or overruns. It is the policy of the Company not to allow or tolerate any retaliation against anyone who in good faith reports possible non-compliance of the Code of Conduct, legal and other matters.

Polymer Team has a communicated process for employees and suppliers to raise any concern without fear of retaliation through our web page about exceedances, irregularities that go against our values and standards as set out in our Code of Conduct.

Points of contact :

Site Manager  
Phone : +3289 32 36 94

Financial Manager  
Phone : +3289 36 93 79

Send your comments to the following email address :  
[ethics@polymerteam.com](mailto:ethics@polymerteam.com)

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# Management System

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Polymer Team adopts and establishes a Management System in accordance with Polymer Team Business Code of Conduct and are committed to continual improvement and responsible for supervising the due and compliance execution and implementation.

Polymer Team's management periodically reviews the adequacy, suitability and effectiveness of the Company's policy, procedures and results and implement appropriate amendments and improvements when necessary.

Management maintains procedures to identify and monitor all employees and vendors in respecting and obeying the laws, rules and regulations of the countries in which Polymer Team operates.

Polymer Team is also committed to constantly identifying, managing and minimizing the risk in terms of labour, ethics, sustainability, environmental, health and safety hazard issues. The effectiveness of the Management System is also executed through periodic internal audits by accredited auditors.

Polymer Team provides a confidential means through the Whistleblower Policy for all employees and business partners to report non-conformances with the policy contents. The Company refrains from punishing, firing or discriminating against personnel for providing such information.

Any confidential issue can be communicated to our Management through the link :

<https://www.polymerteam.com/our-code-of-conduct>