



Zakłady Mięsne Skiba S.A.
ul. Derdowskiego 23, 89-600 Chojnice
NIP 555 211 26 10

Code of Ethics of Meat Company Skiba S.A.

Introduction

The Code of Conduct of Meat Company Skiba S.A. was created to clearly define the rules by which the company's operations are conducted. All the principles outlined in this document apply not only to employees employed by Meat Company Skiba S.A. but also to external employees performing work on behalf of the company. This code serves as a foundational means to ensure adherence to professional ethics and principles of sustainable development.

The operations of Meat Company Skiba S.A. are based on compliance with the law and avoidance of conflicts of interest. We treat our employees fairly and respectfully, providing them with a healthy and safe working environment.

The management of Meat Company Skiba S.A. is aware of its responsibility toward its employees, the environment, and society as a whole. This responsibility is expressed in the company's core values, which we expect to be upheld not only by employees but also by service and product suppliers.

Our mission is to develop with taste. We strive for continuous development based on the values we believe in, which guide our actions. This code does not affect the rights and obligations granted to employees by law.

People and Safety

People

Employees are the foundation and most important value in the functioning of our company. They have the right to expect fair and appropriate treatment from management and colleagues. We share our knowledge and foster an atmosphere where everyone has the opportunity to grow. We allow our employees to develop their skills and encourage them to take initiative. In everyday relationships, we show mutual respect and tolerance.

We aim for our employees to feel they are working in a safe and developing work environment, which is a key factor in the company's success. At Meat Company Skiba S.A., we value team relationships, encourage sharing ideas, and work towards common goals. Our activities are based on collaboration with both internal and external clients.



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Safety

The safety of all employees working within our company—whether directly employed by the company or by external firms—is a paramount and indisputable value. Providing appropriate working conditions that allow tasks to be performed without risking health or life is a priority for every employer. Workplaces are adapted and suitable for production purposes.

All employees, regardless of their work location, have simple and quick access to emergency exits at all times. Employees are required to undergo occupational health and safety (OHS) training upon starting employment and participate in training on fire procedures and other hazards.

We provide our employees with a safe and hygienic work environment, striving to prevent potential accidents and injuries related to their work. We ensure access to clean drinking water, clean sanitary facilities, adequate lighting, and ventilation.

At Meat Company Skiba S.A., we care not only about the physical safety of our employees but also their psychological well-being. We do not tolerate any form of discrimination or harassment. We also safeguard the personal data of our employees as well as financial and commercial information.

Legality and Voluntary Nature of Employment

Meat Company Skiba S.A. actively combats all forms of illegal employment and unfair labor practices. We adhere to legally established employment standards and respect human rights in all locations where we operate. Our employees perform their duties voluntarily and knowingly. We do not benefit from any form of forced labor.

Prohibition of Child Labor

We recognize that different stages in a person's life determine their ability to participate in the labor market. The minimum employment age in our company complies with national legal regulations and does not interfere with the obligation to obtain an education. We do not employ minors in work that could be hazardous to their health or safety.

Non-Discrimination

All individuals employed by Meat Company Skiba S.A. are treated equally and enjoy the same rights. We neither favor nor exclude anyone based on ethnic origin, race, age, or gender. Our company does not tolerate any form of intimidation or harassment in the workplace.

No one is unfairly treated on the grounds of gender, age, appearance, skin color, nationality, sexual orientation, or religious beliefs. Employees at all organizational levels are responsible for ensuring their behavior does not constitute intimidation or harassment. They should also remain vigilant for behaviors that could be perceived as such.



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Salary and Working Hours

We ensure that Salaries comply with applicable legal regulations and provide an adequate standard of living. Salaries are paid on time. Working hours do not exceed the maximum levels set by law. Overtime work is voluntary, and its duration and compensation rules are outlined in internal regulations that comply with labor law.

Decent Housing Conditions

Meat Company Skiba S.A. prioritizes the living conditions of foreign workers employed through external firms. Recognizing that foreign workers are particularly vulnerable to various challenges and violations, we require external companies to provide appropriate housing for their employees, thereby ensuring a dignified life and a sense of security during their work.

We collaborate exclusively with companies that offer housing for foreign workers that meets both international and local standards. We require accommodations to be clean, safe, meet sanitary standards, and provide privacy and comfort for residents.

Housing must include basic amenities such as access to water, electricity, heating, and fully equipped sanitary facilities. We ensure that the number of occupants per dwelling is reasonable and allows for comfortable living.

Our contractors are obliged to provide safe housing that complies with all fire safety and building regulations. We conduct regular audits to ensure that accommodations meet these requirements.

Continuous Improvement

We are committed to continuous development, as highly skilled employees are our most valuable asset. Employees in our company have the right to ongoing professional development necessary for their roles. They also receive support for long-term career growth.

At Meat Company Skiba S.A., we are open to change. We replace ineffective practices with new, efficient solutions. We strive for the rational and effective use of available resources and are ready to create and implement new ideas. Continuous improvement also involves enhancing work organization, self-discipline, and stress resilience.



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Engagement

Engagement and motivation are the driving forces behind our company. In our efforts to achieve business objectives, we encourage all employees to initiate new ideas and actions. We motivate one another to achieve expected results.

We promote leadership based on respect for people, the ability to manage without coercion, effective delegation of tasks, and the thoughtful creation and integration of teams. In our daily work, we are courageous and unafraid to negotiate with one another to reach agreements.

Respect and Trust

Integrity, respect, and trust guide everything we do. We consciously build the company's image through actions that influence how the firm is perceived by external parties. In all our operations, we act honestly, adhering to established principles and laws. We demonstrate mutual respect and personal courtesy through effective and polite communication.

Integrity in Business

We do not engage in or tolerate any form of corruption, embezzlement, or fraud. We neither give nor accept any material benefits in business relationships. We firmly believe that integrity and strict adherence to business rules pay off in the long run.

Quality

As a producer of meat and processed products, our ultimate goal is to meet the taste and quality expectations of our customers while upholding ethical principles. We strive for our products to be recognized by all our clients as: **tasty, competitive, traceable, safe, and appealing.**

We are committed to the highest quality and safety standards for our products while respecting the natural environment. We achieve our goals by:

- Adhering to internal procedures concerning product handling and quality systems.
- Continuously improving the functioning of HACCP, IFS, and BRC systems.



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- Implementing and maintaining quality systems.
- Regularly conducting microbiological and chemical testing of products.
- Consistently monitoring processes that influence product quality and safety.
- Continuously enhancing employee skills and knowledge.
- Ongoing development of infrastructure and workplace equipment.
- Evaluating customer satisfaction.
- Meeting environmental protection requirements.
- Taking actions to maximize the use of available resources.

Ethics

Fulfilling social responsibilities is achieved through honest actions that adhere to broadly defined ethical principles. Meat Company Skiba S.A. bases its operations on the following principles:

Fair Competition

All activities are conducted with full respect for the principles of fair competition and in compliance with applicable antitrust laws. We understand and follow the regulations governing competition to ensure that the pursuit of the same economic goals by market participants remains natural and lawful.

Dialogue and Understanding

We listen to our employees and partners, enabling them to raise concerns and always treating these matters seriously and with appropriate discretion. All submissions are reviewed confidentially, and we take appropriate remedial actions.

Privacy and Intellectual Property

We ensure the confidentiality, integrity, and availability of information. Protecting and appropriately using personal data is intrinsic to our business operations and is rigorously enforced at every stage.

Zakłady Mięsne Skiba S.A.
Andrzej Skiba
Prezes Zarządu

