

# CODE OF ETHICS

The aim of creating a Code of Ethics is to spread the ethical norms which PL Beauty Cosmetics Kft. considers guiding principles either in its internal or external operations. The grounds for this Code of Ethics are the following: the fundamental human rights, the honoring of the ethical norms of integrity, honesty, trust, respect, humanity, tolerance, responsibility, and the ethical business conduct.

## INTEGRITY AND OBLIGATIONS TOWARDS OUR EMPLOYEES

**Human rights:** our company respects the human rights of its employees, and commits itself to pursue fair employment and payment in compliance with the respective legislation.

**Respect, loyalty:** our company is loyal to its employees and expects this the other way round. It is essential that all of our employees give the proper respect towards their fellow human beings, demonstrate a humane and helpful behavior and loyalty as well towards their employer and coworkers, and avoid offensive, incendiary, coarse or aggressive language and behavior.

**Equality of opportunity, discrimination:** our company declares not to discriminate or differentiate its employees as based on their national origin, gender, age, marital status, skin color, disability, religion, ideology or sexual orientation. Employees are evaluated solely based on their performance at work.

**Harassment and violence-free workplace:** the concept of harassment or violence includes every kind of undesired verbal, visual, physical or other type of behavior that creates intimidating, offensive or hostile atmosphere at work. Such behavior is strictly prohibited at our company!

Our company provides an opportunity to its employees to raise any kind of **questions, concerns, opinions** and to share their ideas with the leadership of the company on a regular basis. Our company ensures the possibility of anonymous notifications as well. The employees are allowed to express their opinions, to form or to join a trade union. This kind of behavior is welcomed by our company and is never discouraged.

**Child labor:** our company does not employ laborers under the age of 18. Exceptions to this obligation can only be permitted by the managing director, in written form.

**Safety:** all of our employees are expected to demonstrate an approach to work that is in compliance with the health and safety legislation, regulation, directions and principles relevant to their position at work.

**Protection of personal data:** our company commits itself to treat every personal data of its employees confidentially. All of our employees are expected to treat any information on their earnings confidentially.

## INTEGRITY TOWARDS THE OWNERS OF OUR COMPANY

**Financial reports, business records:** our company ensures that all the information in our business and financial administration is accurate and genuine.



**Company equipment, intellectual property:** all of our employees are obliged to utilize any equipment, facility or resource that is company property cost-effectively and as intended, and to preserve them in proper condition. It is forbidden to use company property for private purposes. Exceptions to this prohibition can only be permitted by the managing director. Devices enabling mobile or domestic work (laptops, cell phones) qualify as company property, and thus they shall be treated with proper care as well. Employees are expected not to make use of the working hours for private purposes.

**Responsible communication, protection of business information:** it is prohibited to pass on any business information or actions that are not public, either in business or private environment. Our employees are expected to communicate in a manner that reflects our values, supports our goals and improves our reputation and the consumer awareness of our brands.

## INTEGRITY TOWARDS OUR BUYERS, SUPPLIERS AND OTHER INTERESTED PARTIES

**Decent and fair cooperation:** our relationship with our buyers and other business partners rests on mutual confidence and respect. We intend to realize a fair and decent cooperation with our partners, and dedicate ourselves to comply with the terms and conditions defined by the agreements we establish.

**Protection of our partners' information:** all the information that is related to the business relationship between our company and our business partners shall be considered confidential. It is strictly forbidden to pass on any information about our partners' business activity or intellectual property to any other third party!

**Anti-corruption and anti-bribery policy:** we commit ourselves to conduct our business operations through adequate practices and channels. We do not offer or accept black funds, gifts of high value, travellings or other goods in order to achieve unfair business advantages. On the other hand, we consider particularly important to ensure that any visitors at our site are treated cordially and politely. Souvenirs of a minor value, with typical local features are not intended to be assessed as an inducement to dishonesty.

We **partner with suppliers** only if they meet our requirements such as conducting ethical behavior and business activity in compliance with the respective legislation, either towards our company or their other partners.

We engage ourselves to a **manufacturing activity** that does not endanger or disturb our surrounding ambience. We do not utilize areas outside our property or tenement, and we operate solely within the boundaries of our land. We endeavor to maintain good neighborly relations and we document and investigate every complaint that possibly arises in our immediate environment.

Compliance with and enforcement of this Code of Ethics is obligatory for each and every employee of PL Beauty Cosmetics Kft.

Veszprém, 27<sup>th</sup> May, 2019

**Péter Budaházy**  
Managing Director