

# UNI-LOGISTICS CODE OF ETHICS

The Code of Ethics of Uni-logistics Sp. z o.o. concerns the most important expected principles of conduct for employees in their daily professional work. Its role is to support and shape the proper organisational culture of the company, especially the work culture. It also normalizes relations within the company and between the company and its stakeholders in terms of social relations and professional ethics in the broadest sense. Its role is to facilitate the execution of the company's mission and support the implementation of its development strategy. The Code is based on generally known, accepted and accepted rules of social coexistence and universal ethical principles. The obligation to respect and comply with the principles of the Code of Ethics applies to all employees, regardless of their position in the company's organisational hierarchy. In matters not covered by this Code, employees should be guided by their internal moral code. Any doubts should be resolved with the involvement of superiors. Violations of the principles contained in the Code may result in disciplinary measures. The Uni-logistics code of ethics should be a tool to improve the company's organisational culture systematically. The indications and provisions contained in the Code of Ethics do not exhaust all the issues and problems that may arise in the course of daily duties. The Code's norms describe the principles of conduct in the various fields of professional activity in a general and fundamental way. They particularly concern areas related to the company's key stakeholders and relevant to the values around which the company builds its organisational culture and operating philosophy.

## **Uni-logistics company values - Role in the market**

Uni-logistics has been operating since 2007. It belongs to a group of service companies operating in the transport and logistics industry, also known as the TSL industry (Transport, Forwarding, Logistics). The company provides comprehensive transport, forwarding, and warehousing services for institutional customers.

It bases its business activities and the values on which it operates:

- ✓ High quality of services provided
- ✓ Customer satisfaction
- ✓ Professional offer and implementation of services
- ✓ Fair business relations
- ✓ A motivating and friendly working atmosphere
- ✓ Reliable and responsible contractors

## **Mission**

The mission of Uni-logistics is the continuous optimization of logistics processes. In our business activities, we use innovative solutions, resulting in reduced fuel consumption, lower emissions, and lower noise. Our modern vehicle fleet and unique IT tools allow for significant optimisation of transport routes and loading. The customer avoids investment, receives tangible values and benefits, and can use the freed resources in other areas of its core business.

The company's key stakeholders, around which we also build our value system, are:

- ✓ Clients
- ✓ Employees
- ✓ Suppliers and contract carriers
- ✓ Environment
- ✓ Owners
- ✓ Local community

**We have included the basic rules that define our behaviour in everyday business practice in the following documents:**

- ✓ Code of Ethics.
- ✓ Company strategy.
- ✓ Internal procedures and instructions.
- ✓ Customer satisfaction surveys.
- ✓ Employee opinion surveys.
- ✓ Work and remuneration regulations.
- ✓ Other Regulations and Procedures governing internal areas.

**Expected attitudes of company employees towards key stakeholders:**

### **1. Clients**

When dealing with clients, we focus on long-term cooperation. We are responsible for selecting the service that best addresses the client's needs. We do not prioritise one-off gains over building lasting relationships.

- ✓ When performing our services, we are guided by the principles of high quality, reliability, and honesty.

For us, **quality** means meeting all contracted customer requirements.

**Reliability** is the fulfilment of contracts and the building of trust.

- ✓ We keep clients honestly informed of any problems that arise during services.
- ✓ We identify our clients' needs in detail. We seek and apply innovative solutions that deliver the greatest

value to our clients while respecting our business's efficiency and profitability.

- ✓ We strive to learn as much as possible about our customers' expectations and the reasons why they make their purchases. We use systematic market research. We proactively identify needs and inform customers of the benefits of using our innovative IT and logistics solutions.
- ✓ If problems, doubts, changes, or discrepancies arise, we work together with the client to find the best solution to optimise the service.
- ✓ We do not declare services that are unrealistic to perform. In particular, it is a question of reconciling the principle of quality and reliability with the speed of service delivery, as well as possible infringement of legal provisions. We are aware of our competence and skills and do not strain them by trying to fulfil unrealistic promises.
- ✓ We build partnerships with our clients. We assume that cooperation benefits both parties and respects mutual obligations and expectations.
- ✓ Aware of the importance of conducting CSR activities, we promote pro-social and pro-environmental behaviour among our customers.

## 2. Employees

We expect employees to be responsible on the job and give them the freedom to make decisions. We create an atmosphere that fosters teamwork and cooperation aimed at increasing the quality of service and workplace satisfaction and increasing the company's profitability.

- ✓ **We respect each other. We recognise good intentions and pay attention to wrong attitudes. We maintain equality regardless of gender, education, nationality, views, religion, sexual orientation or skin colour. We take responsibility for our actions at our workplaces.**
- ✓ We treat others in the way we want to be treated ourselves.
- ✓ We are systematically improving our personal and professional competencies regarding formal and legal issues related to the services we provide and in the field of techniques for working with clients.
- ✓ We boldly express and accept criticism, recognising opportunities for improvement and enhancement. We also communicate our expectations and comments honestly through anonymous monitoring procedures.
- ✓ We are aware that our insights, open communication, and friendly criticism have an impact on the quality of our working environment, contribute to the improvement of internal processes and procedures and consequently foster an increase in customer satisfaction.
- ✓ The company's employment policy is based on the Labour Code, and employment contracts are concluded with employees.
  
- ✓ We pay basic salaries, allowances and bonuses on time and in accordance with the applicable remuneration regulations.
- ✓ The company and its good name stand behind the quality of our services. We make decisions taking

care of their effectiveness while complying with generally accepted social and ethical standards.

### **3. Suppliers and contract carriers**

We are a transparent and open company. We conduct our business in accordance with generally respected and accepted ethical principles.

- ✓ Our suppliers have a level playing field in the process of accessing the request for proposal, submitting a bid and selecting a contractor.
- ✓ We enter into clear, fair and readable contracts with suppliers and contract carriers that are free of hidden intentions and traps.
- ✓ We do not accept material benefits from business partners or suppliers. We take a professional approach to selecting a supplier, in which only the supplier's competence, the terms and conditions offered, and the company's economic interests count.
- ✓ We meet our obligations to suppliers and contract carriers in a timely manner.
- ✓ We remain flexible and open to the non-standard needs of our suppliers and carriers. This includes, for example, the possibility of early fulfilment of commitments or the provision of service infrastructure.
- ✓ We listen to our suppliers' opinions and suggestions. By conducting systematic monitoring of their behaviour, we try to take them into account, improving our joint operations.
- ✓ We honour the commitments written into our contracts with suppliers. We are mindful that in our day-to-day dealings, we represent not only ourselves but, first and foremost, the company.
- ✓ We oblige our suppliers and contract carriers to accept and comply with the principles contained in our Code of Ethics. This also applies to the application of the Code's provisions in their activities for Uni-logistics.

### **4. Environment**

We build our range of services and logistics solutions on the basis of maximising the effects that reduce the harmful effects of our operations on the environment, in particular fuel consumption, exhaust emissions and noise.

- ✓ We are guided by the principle that business objectives must not conflict with environmental protection.
- ✓ We apply environmentally friendly technologies to our rolling stock, resulting in reduced fuel consumption, exhaust emissions and noise.
- ✓ In our operations, we use and promote innovative IT tools that maximize the reduction of our economic activities' harmful environmental impact.
- ✓ We carry out activities to inform our customers about the benefits of using our IT solutions to optimise routes, loads, and fuel savings.
- ✓ We require carriers to take an analogous approach to environmental issues to our own.
- ✓ Wherever circumstances allow, we use an electronic workflow, eliminating the need to print and consume paper.

✓ We put the safety and lives of our employees and the carriers working for us first.

## **5. Owners**

We conduct our business in accordance with the rights and expectations of the owners and founder of the company. We respect their input and the risks they bear.

- ✓ In our daily work, we focus on results and ensure efficiency while taking into account social, ethical and environmental aspects
- ✓ We understand and respect the owner's expectations for stable business development
- ✓ In our internal relations, we are bound by partnership, respect for the law and our work ethos
- ✓ On the job and in our work duties, we act first and foremost on behalf of the company. We strive to identify ourselves as much as possible with the company, bearing in mind that we are building its image and prosperity with our work.
- ✓ The company aims to maximise the link between business goals and the personal goals of its employees.

## **6. Local community**

Local organisations and communities are our partners. We understand that a company does not operate in a vacuum, particularly in isolation from the local environment where it is based.

- ✓ We cooperate with social and educational organisations, health care and prevention institutions, local authorities and municipalities. We actively participate in the lives of local communities
- ✓ As far as possible, we support local communities with material and technical resources and the work of our staff. We support community initiatives and charitable activities
- ✓ We engage in charitable activities for social organisations and individuals
- ✓ In favourable circumstances and line with the economic calculation, we donate a portion of our profits to CSR activities
- ✓ We actively promote and foster pro-social behaviour in our business activities, local communities, and the media.

## **7. Information policy, security and data protection**

We exercise diligence in entering reliable data and information into our information systems' databases. We exercise similar diligence in the external transfer of data from our knowledge bases. We do not, under any circumstances, share confidential or internal-use information externally without the consent of our supervisor. We use our information systems, facilities and databases in accordance with applicable laws and Uni-logistics Ltd. internal procedures. Information that may benefit the company or limit negative consequences for the company should be immediately communicated by employees to their superiors. All data and information acquired or produced by an employee in the course of their duties are the property of Uni-logistics Sp. z o.o. and may only be used in accordance with the law, with respect for the subject to whom it relates and in accordance with the interests of the company.

## **8. Personnel policy.**

Our Employees and Subcontractors are obliged to:

- ✓ Perform professional activities and duties with integrity, punctuality and responsibility.

- ✓ Build positive, respectful relationships with colleagues and display friendly attitudes in the workplace.
- ✓ Respect the differences of opinion and dissent of other Employees and Subcontractors.
- ✓ To continuously improve their knowledge and to use all equipment and means of transport in accordance with their intended use and the rules in force - it is unacceptable to damage property, use it for private purposes, take it away or dispose of it without proper authorisation.
- ✓ Comply with generally accepted standards of behaviour.
- ✓ To take care of personal culture, good manners and safety at work.
- ✓ Building open, efficient, effective and modern communication within the company, protecting the company's good name.
- ✓ Report all manifestations and attempts at bribery and corruption.
- ✓ Report all cases of bullying, discrimination and harassment.
- ✓ Loyalty to the company and its employees.
- ✓ Protecting information entrusted to them by Clients.
- ✓ Conduct themselves in a manner that does not threaten or violate the personal rights of other employees, including not disseminating private information about other employees or information that violates their dignity and good name.
- ✓ Make every effort to ensure that the information provided is as accurate and comprehensive as the rules of confidentiality, company secrecy and general legal regulations permit.
- ✓ Not to consume alcohol or other intoxicants during or on the work site - violations of the above rules must be reported to the supervisor at all times.

## **9. Responsibility of the Board of Directors, Management and Employees**

The Management and Board of Uni-logistics aims to implement the provisions of the Code of Ethics and to set an example for other employees. It is also responsible for managing Employees in a way that enables them to develop continuously and achieve job satisfaction. The Employee complies with the laws, regulations and standards adopted by the company and with generally accepted moral and ethical norms in interpersonal relations. Attitude to information - reliability and responsibility are the primary objectives of all information activities. Furthermore, their acquisition, production and transmission are to be carried out with confidentiality and discretion.

Attitude to property—Employees are obliged to manage the company's entrusted resources rationally, treat them with due respect, and use company property for private purposes only in special cases. Rational and economical use of all material resources is declared.

Relationships with clients - Clients are treated with due diligence, guided by the principle of trust and reliability, acting in accordance with the contracts concluded, and respecting social and moral norms, including the absolute prohibition of taking advantage of clients or business partners.

## **10. Equal opportunities**

Uni-logistics does not accept and combat all cases of bullying, discrimination, and harassment. We consider such behaviour to be contrary not only to the law but also to our company's culture and tradition. All employees, regardless of gender, worldview, sexual orientation, beliefs or nationality, are treated in the same way. All are entitled to remuneration commensurate with their position. They are also given the same responsibilities. The company expects all employees to be equally committed to their work, to have skill- and experience-based decision-making, and to be positionally responsible for all activities undertaken as part of their job responsibilities.

## **11. Conflict of interest**

In Uni-logistics employees' dealings with customers, suppliers, contract carriers or competitors, we avoid situations that might create a conflict between the employee's interests and those of the company.

We adhere to the prohibition of material benefits from our suppliers. We do not accept or give material gifts to customers or suppliers. We build long-term relationships with customers, suppliers and contract carriers based on a professional approach and clear rules of cooperation.

We set the criteria for selecting a supplier and contract carrier to ensure equal opportunity and access to information. When selecting a supplier or contract carrier, we base our choice on the merits and parameters of the service offered and fair competitive principles. We also make our choice with a view to building a long-term relationship with a potential supplier.

## **12. Resolving problems that have arisen - Breaking the rules of the code**

It is the employee's responsibility to report any failure to comply with this Code to his/her immediate supervisor. Management is committed to providing assistance and support to each employee and will consider each reported case. The Company will conduct investigations.

Where inappropriate behaviour is found in breach of ethical or moral standards, those responsible will be held accountable and face disciplinary consequences in accordance with the applicable law.

## **13. Protection of the company's interest and assets**

Employees do not use the company's work for unauthorised personal gain. We do not derive additional material benefits in connection with our position and function. In our day-to-day engagement, we are guided by the principle of protecting Uni-logistics' interests and raising the company's profitability. The above principle must not contradict the law, the company's organisational culture, its procedures, or the expectations described in this Code. When in doubt, we report issues to our superiors.

Every employee must protect the company's assets and use them as intended. We protect the company's assets and the assets of our customers or other entities transferred to us against damage and theft, as well as other losses resulting from, for example, improper use.

# UNIVERSAL DECLARATION OF HUMAN RIGHTS

## Preamble

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations,

Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,

Whereas Member States have pledged themselves to achieve, in cooperation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms,

Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

Now, therefore,

The General Assembly,

Proclaims this Universal Declaration of Human Rights as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

## Article 1

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

## Article 2

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

## Article 3

Everyone has the right to life, liberty and the security of person.



**Article 4**

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

**Article 5**

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

**Article 6**

Everyone has the right to recognition everywhere as a person before the law.

**Article 7**

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

**Article 8**

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

**Article 9**

No one shall be subjected to arbitrary arrest, detention or exile.

**Article 10**

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

**Article 11**

1. Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defence.
2. No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

**Article 12**

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

**Article 13**

1. Everyone has the right to freedom of movement and residence within the borders of each State.
2. Everyone has the right to leave any country, including his own, and to return to his country.

**Article 14**

1. Everyone has the right to seek and to enjoy in other countries asylum from persecution.
2. This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

**Article 15**

1. Everyone has the right to a nationality.
2. No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

**Article 16**

1. Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.
2. Marriage shall be entered into only with the free and full consent of the intending spouses.
3. The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

**Article 17**

1. Everyone has the right to own property alone as well as in association with others.
2. No one shall be arbitrarily deprived of his property.

**Article 18**

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

**Article 19**

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers. Article 20

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be compelled to belong to an association.

**Article 21**

1. Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.
2. Everyone has the right of equal access to public service in his country.

3. The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

#### **Article 22**

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

#### **Article 23**

1. Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.
2. Everyone, without any discrimination, has the right to equal pay for equal work.
3. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.
4. Everyone has the right to form and to join trade unions for the protection of his interests.

#### **Article 24**

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

#### **Article 25**

1. Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.
2. Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

#### **Article 26**

1. Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.
2. Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote

understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.

3. Parents have a prior right to choose the kind of education that shall be given to their children.

#### **Article 27**

1. Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.
2. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

#### **Article 28**

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

#### **Article 29**

1. Everyone has duties to the community in which alone the free and full development of his personality is possible.
2. In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.
3. These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

#### **Article 30**

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.