



CODE OF ETHICS

BAGETA's Code of Ethics

Code of Ethics of Bageta UAB (hereinafter referred to as Company) is aimed: to promote the company's values, define professional ethics and principles of conduct, and promote their application in working life: behavior with customers and partners, colleagues, media and public. Compliance with this Code of Ethics is the matter of every company's employee's honor. Code of Ethics supervision is performed by director, his deputies, and middle management.

The main priorities of our company:

- High quality - control measures used for the production of wooden pallets, pallet collar and wood pellets ensures that only the products which meet the requirements of the customers are manufactured.
- Flexibility – possibility to offer different types of wood pellets, pallet collars of various dimensions with different logos (advertisement) requested by the client. Supplying lots of different sizes.
- Timeliness - executing the orders on time, delivering the products to any country in the world.
- Responsibility – for our production and environmental sustainability.
- Safety – manufacture of safe and environmentally friendly wooden packaging.



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The above mentioned priorities form the main objectives of the Quality Management and Environmental Management System of the company:

- to continuously improve the quality of the products and services by improving the processes and implementing innovations throughout all activities of the company;
- to improve the qualification of the employees and create appropriate and secure working conditions;
- to always fulfil our obligations to the customers, our employees, partners, suppliers and shareholders;
- to control and reduce the environmental impact related to the activities of the company and rationally use the resources of the company;
- to always monitor and improve the management systems for maximum performance;
- to develop personal responsibility of the employees for the quality of the products and environmental production;
- to carry out the activities while following the requirements of the current legislation of the Republic of Lithuania, international legal acts, standards and other normative documents regulating the activities of the company.



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Workers' operating principles

- Bageta is committed to a safe working environment for every person working in and for our company. Safety is a core value at all our activities, everywhere and at all times. In compliance with our Policy, zero accidents is our only acceptable target. We manage safety risks by identifying, monitoring and reducing the physical, chemical, ergonomic, biological and psychological hazards at work. We want to minimize the exposure to our employees and others to possible hazards associated with all our activities.
- It is also not acceptable in our company to engage in, support the use of forced labor or tolerate the use of child labor. According to Lithuania law and regulations, the definition of child is any person less than 16 years. And only person from 18 years and more can work full-time working day. There is no any person less when 18 years old working in our company.
- The wages and other related benefits meets the legal and industry minimum standard in our country.
- All employee working according Lithuania law. It is full day work with 8 hours per day and 40 hours per working week.
- The right of all employees to form and join trade unions of their choice and to bargain collectively is respected. Official representatives of such trade unions will not be subject to discrimination and that such representatives have access to the union members and their workplace.

Company employee in performing his/her direct responsibilities:

- is impartial, takes into account the public interest, is honest, responsible, complies with generally accepted standards of ethics;
- never violates human rights and dignity, never discriminates because of sex, race, nationality, language, origin, social status, religion, beliefs or convictions;
- avoids haste and superficiality, but is not delaying the entire work process;
- is competent in his/her field, in good faith shares information and experiences with colleagues;



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- during work and out of work respects and protects company's confidential information obtained during professional activities, does not use it for his/her or another person's benefit;
- publicly refrains from actions that could harm the company's image.

Dealing with customers and partners

Employee of the company:

- develops, maintains and enhances good relationships with customers and partners;
- communicates with customers and partners in good faith and correctly, impartially;
- seeks to work in the way to be able answering every question of client and partner;
- works trying to anticipate customers' and partners' expectations as well as problems;
- voluntarily shares with partners the working experience.



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Dealing with colleagues

Company employees:

- all are equal, so they communicate without stressing hierarchical differences of positions;
- communicate with each other respectfully and tolerantly, never speak negatively about colleagues with presence of customers, directly say their comments;
- cooperate seeking for corporate objectives and operating efficiency;
- develop working atmosphere based upon trust of each other in the organization;
- are innovative and open to the ideas of other colleagues.

Dealing with media and public

Company employee:

- communicating with the media and the public during work and out of work, forms image of the company, therefore assumes responsibility for the information being disseminated;
- when performing direct functions does not give up to the influence of media, public and individual persons;
- when communicating with the media provides only accurate and truthful information, refrains from expressing personal opinions (to communicate with the media only authorized company's employees are allowed).



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Conflicts of public and private interests

Company employee:

- cannot engage in work, financial or commercial activities outside the company where these activities are causing or are likely to cause conflict of public or private interests of the company;
- does not carry out actions that may be perceived as waiting for a gift (material value items, services, or other benefits), does not accept gifts, if they are designed to directly or indirectly influence the employee's actions and decisions;
- does not provide gifts if they can be viewed as an attempt to directly or indirectly influence the person's actions or decisions;
- behaves in such a way that the public, social, family or other relationship did not affect the operational decisions;
- when using company's assets, contacts, information or official position, does not seek for personal gain;
- does not engage in political activism in the workplace and during working hours;
- having become aware of the potential conflict of public and private interests, immediately informs about it.

Director

Tomas Poderis