

# Code of Ethics

## Preamble

IPESOFT was founded in 1993 and focuses on the development of software technologies, products and solutions in the field of information systems and information technologies for industrial businesses. Our products enable the customers to design integrated solutions across the whole production enterprise from process automation, through complex monitoring and management of production processes to direct integration to business information systems.

Responsibility, quality, uniqueness and mutual support are our company's core values from which IPESOFT stems from in all its activities.

IPESOFT's good reputation and the trust of our customers and employees are our most significant assets in the business environment. IPESOFT respects the legislation and generally accepted rules of economic competition and avows to public and moral responsibility in all its business activities.

IPESOFT is aware of the fact that the high quality of the services offered involves ethics. As an expression of responsibility for ethical development within the company, IPESOFT has decided to accept a code of ethics, binding to all the employees and all persons acting in the name of IPESOFT, abstractedly from the form of employment of partner relationship.

Doing so, IPESOFT joins those companies which have decided to actively contribute to cultivating the public and business climate in Slovakia though adhering a code of ethics.

The code of ethics in IPESOFT is a commitment of the company as a whole as well as every individual employee to honesty, politeness, responsibility toward the public, business partners, the competition's customers, as well as toward each other.

## 1. The Aim of IPESOFT Code of Ethics

1.1 IPESOFT Code of Ethics is an official company document having a strategic significance. It introduces the summary of required ethical principles, rules and norms which are binding for everyone in the company.

1.2 The aim of the IPESOFT Code of Ethics is to define an ethical frame within which all the employees of our company and all of those acting in its name should remain.

1.3 The Code of Ethics subserves several functions:

- a) regulates the behavior of the employees,
- b) assists in avoiding criminal and immoral activity,
- c) instructs to reflect one's own moral behavior and the behavior of others,
- d) develops moral way of thinking,
- e) provides everyone within the company a guarantee that others have to treat them in alignment to the established moral standard,
- f) assists in solving conflicting moral situations on the workplace,
- g) is a guarantee for the customers, business partners and the public that our company cares about ethical behavior and is a reliable partner.

1.4 One's moral behavior can change both in a negative and positive way. Therefore, it is necessary to create such social environment which can promote a higher moral standard of behavior of the people on workplace. The IPESoft Code of Ethics is a tool which actively supports the direction toward ethical actions of all the employees and all persons acting in the name of IPESoft, abstractedly from the form of employment of partner relationship.

1.5 The IPESoft Code of Ethics is based on ethical principles of respecting human dignity, honesty, tolerance, responsibility, duty and righteousness. It stems from the idea that the quality of both personal and work lives depends on the quality of the morale according to which the person lives.

## 2. General Commitment of IPESoft

2.1 IPESoft applies all its creative skills in such a way so that it could fulfill its purpose for which it was founded, to the highest quality possible – to develop system programming equipment for real-time application which will consequently contribute to improving the competitiveness of the businesses using them.

2.2 IPESoft avows to business social responsibility and accepts the responsibility for its actions in the relationship to all its stakeholders, i.e., to the groups which are influenced by its activity and which can retroactively influence IPESoft's actions.

2.3 IPESoft pledges to respect the legislation of the Slovak Republic and the European Union in its business activities, to adhere to the rules of economic competition, not to support bribery and corruption, to behave in line with good morals and contribute to creating public good.

2.4 IPESoft views environment conservation as a value and supports such way of doing business which is in line with the concept of sustainable development.

2.5 IPESoft does not support political parties and movements by the means of finances or in any other way.

2.6 IPESoft is aware of the fact that it is a part of social process as well and therefore senses the need to share the results of its success in the form of sponsorship. Sponsoring activities aim mainly to the support of youth education and to the support of those who are reliant on the help of others.

## 3. Commitment of IPESoft toward the Customers

3.1 IPESoft is aware of the fact that the key place of its satisfied customers is in its business activities and therefore its vision – to design such solutions that, with the usage of progressive information technologies, contribute to improving the strategic position of the customers – is based on the customer care. IPESoft rejoices over the success of its customers and is proud of being a part of such successes via its own products.

3.2 IPESoft commits to provide its customers products and services which are in line with the most recent scientific, technological and technical findings in the area of production information systems. The product excellence and responsibility, reliability, politeness and honesty in business relations are considered to be the essential pillars of cooperation with its customers.

3.3 IPESoft is customer oriented and is aware of the fact that both its economic situation and future development unequivocally depend on the satisfaction of the customers with its products and services. It commits to such behavior that leads to success and satisfaction of the customer within the law and good morals.

3.4 If, for some reason, IPESoft is not able to fulfill the wish of the customer, or to observe the deadlines, IPESoft immediately informs the customer of this fact and looks for a solution which is optimal for both sides.

3.5 IPESoft informs about the products and services of the company truthfully, objectively and in the most comprehensive way possible. In any case it does not abuse the disadvantage of the customer who is often not aware of adequate or latest scientific findings from the area of information technologies.

3.6 Every customer of IPESoft can rely on its confidentiality concerning the information protection which IPESoft

obtains concerning the customer's activities. Such information is considered classified. Each employee of IPESOFT protects the information, keeps business confidentiality in the relation to the customer and ensures that this information will not be misused.

3.7 IPESOFT does not harm the reputation and the property of the customer.

## 4. Commitment Toward Business Partners

4.1 Fair partnerships are important for IPESOFT. Since high quality is the essential characteristic of all its products, it cooperates only with such business partners and education centers which offer top-level components and solutions for IPESOFT.

4.2 IPESOFT commits to be an honest, reliable and trustworthy partner for all with whom it comes in commercial relation within its business activities.

4.3 IPESOFT commits to provide its business partners with truthful information of its economic status and requires similar information from its partners. The information thus obtained is considered confidential and its publication, more precisely the manner of its publication, occurs based on a mutual agreement with the partners with full observance of present legislation.

4.4 IPESOFT commits to observe all duties resulting from the signing of a commercial contract. If, based on some critical unexpected reasons, IPESOFT would not be able to adhere to its commitments, it will immediately inform its partners and look for a solution which is acceptable for all parties concerned.

## 5. Commitment toward the Competition

5.1 IPESOFT considers competitive businesses to be its equivalent professional partners and economic competition is considered to be a natural aspect of doing business. It respects and supports fair play rules in the competitive fight and it is not involved in dishonest practice. Both on domestic market and the market abroad IPESOFT is represented solely by the high quality of its products.

5.2 IPESOFT is particular about the reputation of the IT community. IPESOFT supports fair competition, knowledge and experience exchange when solving common problems in the field.

5.3 IPESOFT does not obtain information about the competition in illegal or unethical way.

## 6. Commitment of IPESOFT towards Employees

6.1 Leadership of IPESOFT clearly and distinctively realizes that the basis of its business activities lies in people who work in it. Creative people with extensive knowledge and experience in the area in question, having personal qualities and personal ambitions which are in line with the vision and purpose of the company, are the greatest treasure of IPESOFT.

6.2 IPESOFT is particular about creating optimal social conditions for its employees, pleasant and peaceful atmosphere for competent and creative work.

6.3 IPESOFT broadly supports professional growth of the employees which should be in line with the needs of the company's growth, with the aim of creating a unique team of competent experts in the area of production informatics systems for industrial practice.

6.4 IPESOFT commits to adhere to the Labour Code of the Slovak Republic and to all legal measures which mediate labour relations.

6.5 IPESOFT will not perpetrate any discrimination when hiring, training, evaluating and dismissing its employees.

6.6 IPESOFT adheres to all legal norms and directives concerning health and work safety of the employees. At the

same time, all employees are required to respect all the regulations concerning work safety on the workplace as well as on the workplaces of their customers and business partners.

6.7 In IPESOFT, there is a zero tolerance to alcohol use on the workplace or before the commencement of work, which applies to the use of narcotics in general.

6.8 IPESOFT accepts the right of the employees to memberships in trade and company organizations and creates a space for effective negotiations concerning issues related to the interest of the employees.

6.9 IPESOFT commits to inform the employees about its business plans on time and truthfully, so that everybody is aware of the intentions and goals of the company and is able to identify with them.

6.10 IPESOFT guarantees the protection to the employee who notifies the company's authorities about illegal or unethical activity within the company.

6.11 IPESOFT does not hinder political involvement of its employees. However, it is considered to be their private activity by which they cannot be occupied during their working time, neither within the premises of IPESOFT.

## 7. Commitments of the Employees toward IPESOFT

7.1 The basic starting point of communication of all IPESOFT employees is their mutual respect, adhering to human rights and abstaining from any form of discrimination. Responsibility, politeness and tolerance are characteristic of every member of the company.

7.2 All IPESOFT employees participate on creating the atmosphere of openness, mutual support and mutual help. In case of conflicts or any misunderstandings, considered attitude and the willingness to find a solution of the situation that occurred is required from everyone involved.

7.3 IPESOFT aspires to gain the loyalty of its employees. Still, loyalty toward the company does not exclude a critical attitude toward the company's activities. However, the criticism is constructive and objective, it should be presented in a cultured manner so that it would not disdain another person or a group of people.

7.4 Every employee with the knowledge of the company's information and findings which are professionally connected to the company's activities is obligated to share it with other coworkers. Concealing of information acquired at training and educative sessions paid by the company is impermissible.

7.5 Every IPESOFT employee acts not only as a private person but also as the company's representative and therefore cares about its good reputation. In the public they provide only such information about the company which is standardly accessible.

7.6 All IPESOFT employees remain silent concerning internal information about the company which is acquired in the course of the employment. Such information is considered confidential.

7.7 Every IPESOFT employee protects intellectual and material property of the company. Corporeal and incorporeal property of the company is utilized solely for business purposes. It is possible to use the property for personal purposes only with the knowledge of and the approval of their superior, or more precisely, in accord with the internal regulation of the company.

7.8 IPESOFT is meticulous and particular about respecting of the legislation and ethics in the area of information technologies and therefore the employees are permitted to operate only legally purchased software.

7.9 None of IPESOFT employees can offer and accept a bribe. They must avoid such behavior which would be in opposition of the company's interests. In the scope of forming and maintaining of friendly relationships with partnering organizations, the employees can provide or accept a gift, however, this gift cannot be of any binding nature.

7.10 Every IPESOFT employee acts in their personal lives in such a way as to avoid the development of the conflict

of interests. By conflict of interests we understand every situation when personal interests of the employee jeopardize their fulfillment of obligations toward the company or jeopardize the company's interests. If the employee is not sure whether their personal business activities or their closest relatives' business activities have not created the basis for a conflict between their personal and business interests, they should get in touch with their superior as soon as possible and look for a resolution from the situation.

## 8. The Code of Ethics Liability

8.1 All IPESOFT employees and all persons acting on behalf of IPESOFT, independently of the form of employment or partner relationship, are obligated to act in line with the IPESOFT Code of Ethics.

8.2 It is advised that anyone who is not sure whether certain behavior would breach the IPESOFT Code of Ethics, to approach their direct superior or a person in charge of solving ethics issues within the company, to ask for advice.

8.3 It is advised that anyone who is aware of breaching of the IPESOFT Code of Ethics or is convinced that certain action will result in breaching of the code of ethics, to inform their direct superior or a person in charge of solving ethics issues.

8.4 It is possible to communicate the information concerning breaching of the IPESOFT Code of Ethics in any way. For the purpose of informing about the breaching of the IPESOFT Code of Ethics there is a box in the premises of the company.

8.5 IPESOFT commits to protect anyone who reports breaching of the IPESOFT Code of Ethics and guarantees that the employee concerned will not be sanctioned for this information.

8.6 Breaching of IPESOFT Code of Ethics is sanctioned by adequate moral means.

8.7 Major breaching of the IPESOFT Code of Ethics may be considered major trespassing of the work discipline and based on the Labour Code, adequate conclusions will be drawn, including employment dismissing.

8.8 Some breaching of the IPESOFT Code of Ethics does not exclude the involvement of the law enforcement authorities in terms of Penal Code and the Code of Criminal Procedure.

8.9 The IPESOFT Code of Ethics does not include and possibly cannot include all the restrictions, rules or regulations. In case of any misunderstanding concerning individual terms of the IPESOFT Code of Ethics or in case of an interest to refine the IPESOFT Code of Ethics, the employees can approach the person in charge of solving ethics issues.

The IPESOFT Code of Ethics comes into effect on May 1, 2006.