

THE ETHICAL CODE

1. EMPLOYMENT IS FREELY CHOSEN

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

2. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING ARE RESPECTED

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

3. WORKING CONDITIONS ARE SAFE AND HYGIENIC

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

4. CHILD LABOR SHALL NOT BE USED

- 4.1 Children under 15 shall not be employed.
- 4.2 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.3 These policies and procedures shall conform to the provisions of the relevant ILO standards.
- 4.4 Biotika doesn't employ persons under 18.

5. LIVING WAGES ARE PAID

- 5.1 Wages and benefits paid for employees at a minimum, national legal standards. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages shall be executed only in accordance with national law.

6. WORKING HOURS ARE NOT EXCESSIVE

- 6.1 Working hours comply with national laws.
- 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

7. NO DISCRIMINATION IS PRACTICED

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. REGULAR EMPLOYMENT IS PROVIDED

- 8.1 To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.

9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

10. NO BRIBERY AND CORRUPTION

- 10.1. Bribery and corruption are not tolerated. This applies to all Biotika's business and transactions with all suppliers, customers and other business partners. Biotika has anti-corruption program, including this Ethical Code.
- 10.2. Under this Ethical Code a bribe includes financial or other advantages which are given, promised, offered, accepted, requested or received with the intention to influence the ability to make objective and fair business decisions.

Biotika instructs all business partners and educates all concerned employee to secure their knowledge and compliance with the principles in this Ethical Code.

The provisions of this Ethical Code constitute minimum and not maximum standards, and this Ethical Code should not be used to prevent companies from exceeding these standards.

Companies applying this Ethical Code are expected to comply with national and other applicable law and, where the provisions of law and this Ethical Code address the same subject, to apply that provision which affords the greater protection.



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