



**STROJÍRENSKÝ
ZKUŠEBNÍ ÚSTAV**

SZU Code of Ethics

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Introduction

The Engineering Test Institute (SZU) is an internationally respected authority in the field of testing, technical inspection and certification. Our mission is to be a trusted guide for our customers on their path to growth and innovation and thus contribute to building a safe world. At the same time, we want not only our customers, but also partners, employees and other stakeholders to see us as a reliable partner and a desirable employer who always behaves according to established principles.

The key to the success of our company is the trust placed in us by our customers, the credibility in the eyes of our partners, and above all the credibility of our outputs in the eyes of end consumers.

Given our presence in the European and global markets, we therefore consider it important to form a common view with all our employees and close partners on what the principles of ethical business conduct are. These principles are described in detail in the SZU Code of Ethics. We strive to ensure that our Code of Ethics corresponds to our core ethical values. With this Code of Ethics, we strengthen the foundations on which we build and further develop the trust of all parties involved. The Code of Ethics also helps us maintain a common system of values.

At SZU, we are committed to creating such conditions that will enable our employees and business partners to adhere to our Code of Ethics in their daily work.

Principles of the SZU Code of Ethics

Our Code of Ethics is based on the principles of adherence to professional and ethical conduct in **7 key areas**, which are:

- Integrity
- Conflict of Interest
- Confidentiality and Data Protection
- Anti-bribery
- Fair Business Conduct
- Health and Safety
- Fair Labour

Integrity

By integrity we mean our professional, impartial and honest behaviour towards all parties involved. These stakeholders are: customers, employees, partners, consumers, suppliers, competitors, control authorities and the state (as our founder).

We require our employees and partners acting on behalf of the SZU to always perform their work in accordance with the internal rules of the SZU, the legal regulations of the country in which they operate and the main values of the SZU, which are: quality, professionalism, impartiality, responsibility, credibility, honesty, loyalty, helpfulness and partnership.

When performing work activities for the SZU, we do not in any way tolerate a deliberate violation of the established rules and legal regulations, which could harm the interests of the SZU and its interested parties. Such deliberate breach may result in termination of the employment or partnership agreement. In the event of a breach of the rules outside the employment relationship, this fact will be taken into account and may in serious cases lead to disciplinary action.

Our customers and partners value us for our integrity and expect independence from us. Therefore, we perform all tests, measurements and trials only according to proven procedures and methods. Where these methods specify possible tolerances, we undertake to ensure that these tolerances are not used to manipulate actual results.

All test results, certificates, data and other outputs of the SZU must reflect only the actual findings and expert opinions and no inappropriate changes are made to them.

Our commitment to Integrity:

- We carry out our work honestly and in accordance with the rules.
- We rely on a professional and impartial approach to the customer.
- The results of our work are well documented and we openly present them to customers.

Conflict of Interest

A conflict of interest arises when the personal activities, relationships, or interests of employees may affect their judgment, objectivity, and independence or loyalty to the SZU.

We undertake to avoid our conflict of interest in relation to any entity to which we provide services, when such entity may have a financial or commercial interest in such conduct. We require all our employees to avoid conflicts of interest with the activities of the SZU. The aim is to ensure quality and impartial business decisions.

Our commitment to avoiding conflicts of interest:

- We do not actively participate in the development and subsequent certification of our customers' products.
- At the same time, our employees may not conduct business in the same field of activity in which the SZU operates.
- Violation of impartiality due to personal enrichment is not permitted.

Confidentiality and Data Protection

We are committed to respecting and vigorously adhering to the confidentiality of information about our clients and their products, our employees and partners. We require our employees and contractors to maintain the confidentiality of sensitive data and information about the SZU, its customers, other employees and partners.

Sensitive and confidential information includes, but is not limited to, information that is not publicly available, is used, controlled or owned by SZU and relates to SZU's technology, business, products, services and finances.

Confidential information includes, but is not limited to, information that is not publicly available about employees, customers, suppliers, distributors, agents and founders of SZU. Disclosure of confidential information about an enterprise, except for its intended purpose, could damage the enterprise's reputation and cause financial or other damage to it.

Employees remain bound by these confidentiality obligations even after the termination of their employment contract with the SZU. We strive to protect the confidentiality of information about the company, employees and customers..

Our commitment to Confidentiality and Data Protection:

- We require our employees and contractors to maintain the confidentiality of sensitive data and information about the SZU, its customers, other employees and partners.
- We make sure that our visits (customers) do not have access to any confidential information of other clients.
- All confidential information and personal data are subject to the GDPR directive.

Anti-bribery

The SZU does not tolerate bribes or corruption in any form, nor does it engage in any of the countries in which it operates through its trading partners. This is required not only from SZU employees, but also from suppliers, agents or anyone else acting on behalf of SZU. In the course of their work, they may not offer, make or accept any bribes in order to obtain a commercial advantage or better treatment. The use of third parties to indirectly offer bribes is also illegal and such behaviour would have legal consequences for both perpetrators and the SZU.

Our commitment to Anti-bribery:

- We rigorously review all reports and draw conclusions from incidents.
- We actively prevent the emergence of a corrupt environment.
- We will ensure the anonymity of all whistleblowers to prevent possible retaliation.

Fair Business Conduct

In all markets in which SZU operates, we are determined to act and compete in the market fairly and openly. We therefore try to present our company accurately and avoid marketing our services in a way that is misleading.

In accordance with fair competition, we do not engage in competitive discussions about prices, contract terms, market allocation, territory or customer allocation, or discuss competitive bidding processes.

SZU does not participate in any agreements with competitors in order to unfairly influence the markets in which it operates. Unfair competition practices are unacceptable. SZU and its employees will not agree with the setting of the price or any elements of the price in cooperation with their competitors, such setting of prices and manipulation of offers are illegal.

Our commitment to Fair Business Conduct:

- We refuse to participate in unfair competition.
- We do not share sensitive business information with our competitors or other business partners.
- Our dealings with customers are transparent. We do not conceal or provide any false information about us, our services or our competitors.

Health and Safety

The SZU considers the health and safety of its employees, clients and third parties associated with its activities to be extremely important. Our goal is to provide a safe and healthy work environment and to ensure that our employees have the information and resources to perform their duties safely.

We are committed to maintaining high standards and health policies with applicable local legislation and guidelines in any area in which we operate. We constantly strive to minimise the risk to our employees, clients and others who come into contact with the SZU.

Our procedures and processes are regularly monitored and inspected by an inspection committee at least once a year at all workplaces focusing on compliance with safety regulations and fire regulations to ensure their compliance and their correct application in practice.

Our internal policies require that incidents related to quality, health, safety and the environment be recorded, reported and investigated and that corrective action be taken. Employees are encouraged to report incidents and offer suggestions for improving health and safety measures.

Our commitment to Health and Safety:

- Protecting the health and safety of employees in the workplace is one of our top priorities.
- We are responsible for protecting the health and safety of our employees at work, looking for safety risks and taking preventive measures.
- We respect and adhere to the principles of environmental protection.

Fair Labour

We believe that all SZU employees should have equal employment opportunities, the right to fair remuneration and career advancement based on ability, performance, qualifications and behaviour. We value and recognise the values that individuals with different abilities, skills and experiences bring to our business. A diverse workforce helps us understand, communicate and do business with our extensive client base through an understanding of local conditions and culture.

We act to apply all and employment practices, including recruitment, promotion, remuneration, working conditions and performance management, in a manner that is informed, fair and objective. Decisions on recruitment, promotion and employment are based solely on performance and merit and other factors exclusively related to work.

We unequivocally reject any discrimination and treat all our employees fairly so that they feel a respected part of our business.

The SZU requires its employees to respect everyone they work with and does not tolerate abuse, bullying or harassment in any form. Sexual coercion and unwelcome physical contact are completely unacceptable. Discrimination based on gender, age, ethnic origin, religion, nationality, disability, sexual orientation, social origin and association, political affiliation and trade union membership will not be tolerated.

SZU does not tolerate work under the influence of alcohol or illegal drugs at work.

Our commitment to Fair Labour:

- We respect each other
- We unequivocally reject any discrimination and treat all our employees fairly so that they feel a respected part of our business.
- All SZU employees have equal employment opportunities, the right to fair remuneration and career advancement based on ability, performance, qualifications and behaviour.

Compliance with the principles and questions to the Code of Ethics

If you have any doubts about the meaning of the SZU Code of Ethics, are concerned that someone has violated the principles or suspect a violation of the Code, please contact your immediate supervisor or the SZU Compliance Officer.

Customers, agents, suppliers or third parties who are aware of or suspect any violation of the Code or have any questions about it should contact the SZU Compliance Officer.

Consequences of compliance with the Code of Ethics:

If a situation arises where it is necessary to initiate an investigation into a reported case, all participants in such an investigation are provided with appropriate discretion.

All employees are hereby informed that they do not face any penalties due to compliance with the described ethical principles. For example, if the order or business opportunity is lost in connection with the refusal of a bribe, non-disclosure of confidential information, etc., there is no penalty for employees.

Where to get more information?

You can obtain all information from the SZU Compliance Officer or send your question to an e-mail address compliance@szutest.cz.