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THE CODE OF ETHICS OF PROPULZIJA d.o.o.

The Code of Ethics, as a set of rules of good business behaviour in PROPULZIJA d.o.o., is the basis for establishing a high level of standards of conduct and achieving the overall vision and mission of the Company, all with the aim of impeccability of reputation and business excellence in the Company.

1. Honesty in work and business

One of the fundamental business principles is the honesty in work and business. It should be expressed in the day-to-day work of the Management and employees and carried out in relationships with clients and suppliers, creditors and other interested parties.

Executives at all levels must ensure fair and honest ways of doing work and business. Management and employees may not, gain access to information or confidential information pertaining to competition or business partners in any unfair or fraudulent manner.

2. Work and business legality

All contracts and other activities that PROPULZIJA d.o.o. is exercising must be in accordance with the law, other regulations, rules of the trade and good business practices. This is the minimum and unavoidable principle of doing business. The Management and the employees in their work, planning and implementation of business policy should respect laws, other rules, customs and general principles of business conduct and apply the upmost professional, business and ethical standards.

The Management of PROPULZIJA d.o.o. is to enable all employees to familiarize themselves with all relevant rules regarding their obligations.

3. Professional, expert, responsible, objective and independent attitudes in work

Professional behaviour is considered to be behaving in accordance with the fundamental values and principles of PROPULZIJA d.o.o., focusing on the customers and good financial management. The employees are expected to fulfil all their obligations to clients and other associates responsibly, conscientiously, professionally and ethically, and in their work to follow the principles of objectivity, impartiality, prudence, kindness and tolerance. This also implies avoiding participation in any activity that may harm their trade, professionalism, work independence and reputation of PROPULZIJA d.o.o.

In the desire to achieve the greatest excellence, PROPULZIJA d.o.o. encourages its employees to achieve a high level of expertise through lifelong education and training, thereby improving the efficiency and quality of work, while respecting ethical principles and professional dignity.

4. Confidentiality in doing business and data protection

All employees of PROPULZIJA d.o.o. who, by virtue of their position or otherwise, are in contact with private and confidential data or documents, should protect their privacy and confidentiality.

5. Dialog culture and team work

All employees deserve a work environment in which they feel respected, satisfied and appreciated in their work. Therefore, the internal policy PROPULZIJA d.o.o. to its employees is based on creating a work environment that supports sincerity, integrity, respect, trust and responsibility. The implementation of this is primarily in the hands of the Management but also on each individual employee.

In carrying out the work, the employees are obliged to help each other, exchange knowledge, opinions and information. Workers are obliged to handle their disagreements objectively, giving each other due respect. Executives will treat the employees openly, fairly, consistently and respectfully and by their own behaviour give them proper examples.

6. Avoiding conflicts of interests

All employees are to be loyal to the Company. Therefore, they are not permitted to participate in any activity that would harm the Company, that would cause conflicts of interest or could adversely affect the Company's business or reputation.

7. Respecting human rights, personal integrity and dignity, safe work and environment protection

The protection of human rights, health, safety and the environment is a permanent responsibility and priority and a part of all business processes of the Company.

The Company is required to provide employees and other people in the workplace with a safe and healthy work environment, and continuously carry out education and promote awareness of responsibility for the preservation of the natural environment, occupational safety and health care.

The Company is obliged to provide all its employees, service users, business partners, the public and all interested parties with the enjoyment of all human rights acquired within the working environment and other rights guaranteed by the Constitution and the positive regulations of the Republic of Croatia and the European Union. All employees are to be respected as individuals in accordance with the guaranteed right to respect for their lives, integrity and dignity. They are guaranteed the right to privacy and personal and professional development in accordance with their personal capabilities. All employees are provided with the same conditions with regard to their professional obligations, intellectual abilities and advancement.

The Company has a zero tolerance policy on the use and consumption of alcohol and drugs in the workplace, as well as on coming to work under the influence of alcohol and drugs. All employees can be subject to alcohol testing, without prior notice, during the working hours. The alcohol testing is carried out by an independent safety-at-work agency at the order of the management, the managing director or against a signed request by other employees of the Company.

8. Unacceptable practices: bribe and corruption, discrimination, harassment and sexual harassment

Bribe and corruption.

PROPULZIJA d.o.o. strictly prohibits receiving / giving bribes. The bribe represents a direct or indirect offering, promise, giving or receiving inappropriate money or advantage to a Croatian or foreign public officer, political party or party official, candidate, director, members of management or supervisory bodies or employees of a company, all aimed to gaining a business or other inappropriate advantage, such as winning tenders, obtaining various permits and licenses, taxes, legal or legislative procedures.

Discrimination

Any form of discrimination in terms of employment, advancement and the like, based on religion, ethnic and national affiliation, race, sex, sexual orientation, property status, origin, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance or political commitment, is inadmissible. The only criteria for evaluation and promotion are the demonstrated expertise, ability, professional merit, qualifications and results in performing particular work tasks.

Harassment

Any kind of harassment that has its root in one of the foregoing bases is considered inadmissible. For the purposes of this Code, harassment is considered any inappropriate behaviour towards another person that is intended to or makes violation of personal dignity, disturbs the performance of his or her duties or reduces the quality of life of that person. Harassment is considered any act, verbal, nonverbal or physical, singular or repetitive, as well as creating or contributing to the creation of unpleasant, hostile working and educational circumstances that intimidate, insult, or humiliate another person. Sexual harassment is also unacceptable as a special form of harassment.

9. Acquainting new employees with the Code of Ethics

All employees who are admitted to work in the Company are required to familiarize themselves with the provisions of the Code of Ethics.

PROPULZIJA d.o.o.
Petar Milin, Managing Director



PROPULZIJA
d.o.o.
DUGOPOLJE