# Etický kódex

# Code of etics

SEOYON E-HWA AUTOMOTIVE SLOVAKIA s.r.o.



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# **SEOYON E-HWA** Introduction

### 1. Introduction

# Code of ethics

### What is the content?

Compliance and ethics are about making the right decision in any situation. Conduct is key to a culture of compliance that promotes honest and ethical business. Such behavior benefits customers, the global community, SEOYON E-HWA AUTOMOTIVE SLOVAKIA (hereinafter as "SEAS") and its employees. A culture of compliance helps SEAS fulfill its moral and legal obligations as global corporate citizens. However, in order to create such a culture and to make the right decisions, SEAS needs guidance,

and that is what the SEAS Code of Ethics is for. The purpose of this Code is to clarify SEAS's guiding principles on matters such as integrity and business ethics, and to set the standards of conduct SEAS expects of its employees. It does not cover all areas in detail, nor does it provide an answer to every possible situation you may encounter, but it does provide principles by which everyone at SEAS must act, encouraging honest and ethical behavior.

### What is the range?

This Code applies to everyone at SEAS. This includes all employees, officers and management of SEAS. No employee is above or exempt from the provisions of this Code. SEAS also expects its business partners, such as suppliers, to follow its policies.



### 1.Introduction

# Code of ethics of the company SEAS

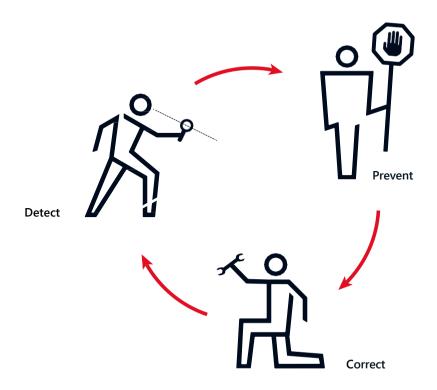
### What are the responsibilities?

Every employee, regardless of their specific role, is the face of SEAS. For this reason, every employee at SEAS is obliged to strengthen its reputation and reputation by acting properly . Thus, each employee is personally responsible for knowing and applying the principles and rules of this Code

### What are the consequences of a violation?

The SEAS Code of Compliance adopts and supports legislation. Breaches of the provisions of this Code may therefore have various serious consequences for the SEAS, both within and outside the company. The guidelines set out in this Code are designed to assist in risk management and ultimately avoidance, and SEAS will use its best endeavours to support its employees in complying with this SEAS Code of Compliance.









# **Product quality and safety**

### **Our Policies**

SEAS is a provider of services and a manufacturer of goods found in the daily lives of people around the world. Consequently, SEAS must ensure that its products and services comply with all applicable laws and regulations regarding their quality and safety. "Products" include parts for the production of vehicles, spare parts and anything else that is produced at SEAS and comes into contact not only with vehicle manufacturers but also with consumers. "Services" include connected car services, mobility services and other services provided by SEAS to its customers. SEAS is responsible for ensuring the safety of its products and provides adequate instructions and warnings to enable vehicle manufacturers and other customers to use them safely.

Employees must ensure that they comply with all applicable company regulations, procedures and quality standards related to product quality and safety.



# **Product quality and safety**

### How we do it — Quality assurance

SEAS is committed to ensuring the flawlessness of all its products. It has introduced a system of quality control checks and inspections, the aim of which is to test and monitor the quality of SEAS products, as well as their suitability for a given purpose, from the design and prototype stages to production. The aim of these controls and inspections is:

- actively monitor and test the materials used during production,
- test products during the production stage and,
- perform mechanical and functional testing to ensure they meet SEAS quality standards.

Technical parameters are developed for each product, the aim of which is to ensure that all products meet a uniform quality standard.

In order to maintain SEAS' quality and safety standards, employees must apply these systems and technical parameters at every reasonable stage.



# Product quality and safety

### How we act — Product safety

SEAS takes an active approach to complying with legislation and product safety requirements, which includes, among other things:

- not using dangerous chemicals or substances in their products,
- providing official statements and documentation that confirm the product's compliance with specific legal and technical requirements,
- proper labeling of products, including any necessary hazard warnings,
- ensuring that our products have no toxic, harmful or adverse effects on the user or consumer,
- ensuring sufficient control of all hazards, and
- marking of products with all the necessary marks of conformity.

In the event that a defect is detected on a specific product, SEAS has established procedures for tracking and recalling, which ensure that the defect is detected and eliminated as soon as possible. Employees must support this proactive approach and follow all established product safety procedures.



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# 2. Security and Privacy

# **Product quality and safety**

### How we act — Packaging materials

Packaging materials include all products used to package, protect, handle and deliver goods. This includes both returnable and non-returnable items such as boxes, pallets, labels, containers, tubes, bags, sacks, wood, glass, metal, plastic and ceramics. This also includes adhesive tape and materials for wrapping, strengthening and tying.

SEAS must design packaging materials with safety in mind. The purpose of the packaging materials is to protect SEAS products in transit and the customer from potential injury. They must also meet any relevant labeling requirements, for example in relation to hazardous chemicals.

Employees must take into account applicable local and international laws and regulations when working with packaging materials.

Supplying quality products is a basic requirement of our company and therefore has the highest importance and priority.



# Human rights and labor standards

### Our policies

Operating a global company brings with it a number of challenges in upholding good human rights practices. International regulations, supply chains, local laws and customs regulations are just a few examples of complex issues that companies must consider when operating abroad. Due to globalization and the impact of business on society, the relationship between business and human rights is increasingly important.

SEAS believes that it is important to respect the human rights of all persons who work for the company or may be affected by its operations. SEAS has developed its own Guiding Principles for Human Rights and Labor Standards and further adapted them to align with these Human Rights Frameworks and Charters:



# **Human rights and labor standards**

SEAS strives to ensure that the above guiding principles serve as the basis for its interaction and operation throughout the company. These policies support the conduct and approach of SEAS.













- ① Guidelines of the Organization for Economic ② Tripartite Declaration of the International Co-operation and Development (OECD) for multinational companies
  - Labor Organization on Principles Regarding Transnational Enterprises and Social Policy
- 3 Declaration of the International Labor Organization (ILO) on basic principles and rights at work
- 4 International Charter of Human Rights (UN 5 UN Guiding Principles on Declaration and its two covenants of 1948)
  - **Business and Human Rights**



# Human rights and labor standards

### How we act — Commitment to respect human rights

The goal of SEAS is to respect the human rights stated in the International Charter of Human Rights, which also states the principle of not causing and not contributing to adverse effects on human rights through its activities and dealing with such effects, if they occur. SEAS is committed to correcting any identified adverse impacts Employees must comply with SEAS policies and human rights laws and regulations in their jurisdiction. Employees should also seek to identify and monitor any human rights risks associated with SEAS' business.



# Human rights and labor standards

### How we act — Commitment to ethical work standards

### ⇒ Child labor

SEAS will not use child labor. SEAS will comply with all applicable conventions, laws and regulations relating to the prohibition of child labour, including but not limited to the ILO Convention and relevant local legislation.

### ⇒ Forced labor

SEAS will not use forced labor. Forced labor includes unfree labor, debt service, servitude, slavery and human trafficking. Individuals must not be forced to work by force or intimidation. SEAS will not charge employees any fees to obtain employment or require the retention of identification documents as a condition of employment. Individuals can voluntarily decide to terminate their employment relationship, in accordance with the applicable legal regulations



# Human rights and labor standards

### How we act — Commitment to ethical work standards

### ⇒ Working time, salary and benefits

SEAS complies with all applicable working time laws and regulations. SEAS remunerates employees in accordance with minimum wage laws and regulations, as well as overtime laws and regulations..

# ⇒ Freedom of association and collective bargaining

SEAS respects employees' rights to free association and collective bargaining, in accordance with applicable law. Employees can talk to management about working conditions without fear of retaliation. SEAS respects employees' rights to join trade unions and appoint representatives.



# Health and safety protection

### Our policies

SEAS recognizes that good health and safety practice is an essential part of its business and is committed to ensuring the health and safety of all its employees and the public who may come into contact with this business.

SEAS is obliged to implement appropriate measures to assess and manage risks to the health and safety of its employees at the workplace.

The goal of the principles set forth in this document is to guide employees to minimize risks for themselves and others that their actions in the workplace could affect.



# 2. Safety and privacy

# Health and safety protection

### How we act

Employees must comply with SEAS policies and procedures regarding the health and safety of themselves and others in the workplace. Employees shall not act in a manner which could endanger their own health and safety as well as that of their colleagues. Workers must report any breaches of health and safety policies and procedures to the appropriate safety representative.

In order to manage workplace health and safety risks, SEAS identifies and assesses all risks and hazards that may occur in an employee's work environment.

Hazards in the workplace are identified through a risk assessment, all significant findings of which are recorded in writing and on the basis of which preventive and safety measures are developed and implemented.



# 2. Safety and privacy

# Health and safety protection

### How we act

SEAS will train employees to perform their jobs safely and notify them of the risks to their health and safety arising from current or proposed work practices. SEAS also informs its employees about how risks are managed and minimized and provides them with all the equipment and protective equipment necessary to carry out their work (such as work clothes, shoes, eye and hearing protection, gloves, caps, masks, etc. .).

SEAS will train employees to perform their jobs safely and notify them of the risks to their health and safety arising from current or proposed work practices. SEAS also informs its employees about how risks are managed and minimized and provides them with all the equipment and protective equipment necessary to carry out their work (such as work clothes, shoes, eye and hearing protection, gloves, caps, masks, etc. .).

SEAS encourages its employees to immediately report their concerns about the work environment or if they feel they are at risk or any danger to the appropriate safety representative.



# **Data protection**

### Our policies

SEAS respects the privacy of its employees, customers and third parties and is committed to protecting personal data provided to SEAS. When employees obtain, work with or otherwise process personal data, they must take into account the privacy of that individual's personal life, regardless of whether it is their colleague, (potential) customer, supplier or other person. Only employees whose job duties require the processing of such personal data have access to personal data, and only to the extent necessary for the given purpose.



# **Data protection**

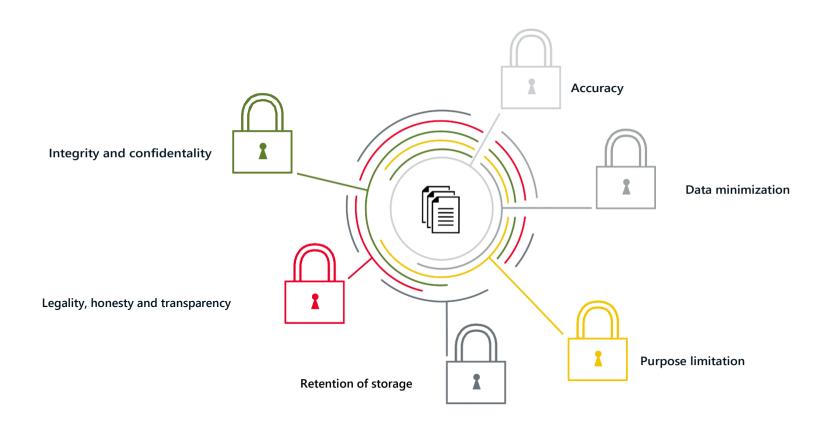
### How we act

Personal data is processed only if there is an appropriate legal basis for this and only in an appropriate and transparent manner.

In any processing of personal data - whether it is the acquisition, disposal or other action with personal data - it is necessary to comply with the applicable European and local legislation on data protection, as well as the internal policies and guidelines of the SEAS company.



# **Data protection**





# **SEDYON E-HWA** 3. Environment and equality

# **Environmental Protection**

### Our policies

SEAS' relentless pursuit of innovation and new possibilities fully corresponds to the importance of preserving the natural environment. SEAS is committed to reducing the impact of its business activities on the environment. SEAS' eco-friendly technologies are designed to benefit both current and future generations. The company's products are designed to minimize the impact on the environment from the product planning stage to its disposal/recycling. SEAS uses the most innovative environmental technologies available and is committed to ensuring that all company workplaces are environmentally friendly. Employees can contribute to this effort by complying with all policies and procedures regarding environmental protection and the promotion of ecological work practices that are implemented in their workplace.



# **Environmental Protection**

### How we act

### ⇒ Climate change

regulations regarding carbon and other regulations regarding the monitoring (and in greenhouse gas emissions. As part of their daily some cases reporting) of its energy work duties, employees monitor compliance with consumption at all SEAS operations. SEAS' emissions policies.

### ⇒ Energy consumption

SEAS complies with all applicable laws and SEAS complies with all applicable laws and

Employees ensure that their daily work duties do not contribute to an increase in energy consumption and ensure that they comply with all local regulations regarding the reduction of energy consumption.

### ⇒ Clean air

SEAS complies with all relevant laws and regulations regarding the provision of ambient air quality and the regulation of the amount of harmful substances released into the atmosphere. All employees ensure that they are aware of and comply with all local clean air regulations.



# **Environmental Protection**

### How we act

⇒ Use, storage and disposal of industrial and chemical waste

SEAS is committed to reducing the amount of industrial and chemical waste generated during the production of its products. SEAS complies with all applicable laws and regulations regarding the use and safe storage of certain regulated chemicals and substances.

In the event of industrial and/or chemical waste, SEAS complies with all applicable laws and regulations regarding the safe and responsible disposal of this waste. Employees comply with all local rules regarding the use, storage and disposal of industrial and chemical waste.



# **Environmental Protection**

### How we act

### **⇒** Logistics

The transportation of raw materials and finished products is a significant factor in SEAS' overall impact on the natural environment. As a result, SEAS is committed to reducing the environmental impact of such logistics operations.

### ⇒ Recycling

SEAS has implemented strategies, mechanisms and targets for recycling in its operations, from the production process to the buildings that employees use every day. The aim of these strategies is to ensure that SEAS meets its obligations under legislation and regulations in this area, as well as to encourage employees to contribute and increase the amount of materials that are recycled in SEAS operations.

### **⇒** Products

SEAS is committed to developing new technologies and products that have minimal or no impact on the environment.



# Prohibition of discrimination

### Our policies

As a multicultural company with a global presence, SEAS complies with anti-discrimination laws in all its locations. In fact, compliance with anti-discrimination legislation is becoming increasingly important as global customers increasingly value an organization's reputation for ethical treatment of employees. The basis for achieving this goal is the actions and behavior of employees and other persons who represent the SEAS company. SEAS strives to ensure that all its employees are treated with dignity and respect and that they can work in an environment free from unlawful discrimination. The primary goal of SEAS is that all employees and all persons who communicate with us clearly know that discrimination has no place at SEAS.



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# 3. Environment and equality

# **Prohibition of discrimination**

### How we act

SEAS prohibits any form of unlawful discrimination anywhere and at any time in the workplace, as well as outside the workplace and/or working hours when communicating with customers, suppliers and other work-related third parties on business trips, work or sponsored events and through social networks.

Open and honest reporting of any known or suspected violation of our policies is fundamental to ensuring the integrity of our reputation and protecting SEAS' business.



# **Prohibition of discrimination**



What to do

- Respect cultural and racial differences
- Act and speak professionally
- · Familiarize yourself with workplace policies and act responsibly
- Seek further help immediately if you have been the victim of or witnessed any behavior that you believe may constitute unlawful discrimination, or if you suspect such behavior



What not to do

- Do not engage in any activity that could be considered discriminatory
- Do not turn a blind eye to discriminatory practices or activities
- Do not change behavior towards people who have claimed to have been discriminated against, as this could constitute further victimization / retaliation
- If you are asked to participate in an investigation into alleged discrimination, do not disclose any information about that investigation



# Involvement in the community

### Our policies

SEAS considers itself not only a business organization, but also an active corporate citizen of the international community. Based on this, SEAS makes every effort to ensure a more sustainable future for humanity and works closely with all stakeholders with whom it has established relationships. We collectively call such efforts "corporate social responsibility" (hereafter "CSR").

"As a leading manufacturer in the automotive field, SEAS fulfills its social responsibilities and constantly sets new challenges for itself in order to improve the company."

- CSR mission of SEAS



# Involvement in the community

### How we act

The SEAS company is committed to positive cooperation with people and to taking into account their interests in the communities in which it operates through the SEOYON E-HWA civic association, or. It builds relationships with stakeholders in local communities to minimize any negative impact of the company's operations and seeks opportunities for strategic social investment and the promotion of local initiatives that promote social sustainability.

SEAS is committed to supporting good cause initiatives and the local communities in which it operates. SEAS encourages its employees to support local initiatives and their colleagues in their CSR efforts whenever possible.

SEAS also encourages its employees to come

up with their own ideas for local initiatives that

SEAS could support.



# 4.Cooperation, competition and integrity



# 4. Cooperation, competition and integrity

# Antimonopoly legislation and competition law

### Our policies

Compliance with antitrust and competition laws is a key part of SEAS' integrity. While SEAS believes in fierce competition in the industry in which it operates, it promotes legal, fair and ethical competition as well as full compliance with applicable antitrust and competition laws.



### 4. Cooperation, competition and integrity

# Antimonopoly legislation and competition law

### How we act

# KoCommunication with suppliers, traders and customers

SEAS does not discuss or provide any SEAS confidential information with third parties, including competitors, suppliers, distributors (or merchants) or customers.

# Communication with competitors, trade associations and industry members

A violation of antitrust laws consists of an agreement (regardless of its degree of informality) that restricts, prevents or distorts competition.

Serious violations of antitrust and competition law include price-fixing and market-sharing agreements. SEAS will not enter into any formal or informal agreement that is prohibited by applicable law.



### 4. Cooperation, competition and integrity

# Fight against bribery and corruption

### Our policies

Bribery and corruption attack the core values of SEAS and its employees. Bribery and corruption, both at the business and political levels, lead to a breach of integrity and dishonest business behaviour, promote political instability and hinder economic development. Bribery and corruption harm everyone, from global companies to individual consumers, including SEAS, its employees and most importantly its customers.

SEAS complies with anti-bribery and anti-corruption laws wherever it operates.



# Fight against bribery and corruption

#### How we act

SEAS does not engage in any form of bribery or corruption, be it private individuals, companies or public officials.

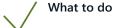
SEAS never directly or indirectly accepts, brokers, agrees to accept, offers, promises or provides bribes or other improper payments.

SEAS does not tolerate the provision of bribes by its employees or business partners. SEAS prohibits its employees from using third parties, agents or business partners to perform activities prohibited by these policies and applicable laws.

SEAS has zero tolerance for anyone who does not follow these policies.



# Fight against bribery and corruption



- Be aware of the risk of bribery and corruption
- Seek further help immediately if someone asks you to do something that makes you uncomfortable, that seems unusual, or that you think might be illegal
- When in doubt, consult the SEAS Compliance Team for more detailed guidance and ensure you comply



#### What not to do

- Do not engage in any activity or transaction that may violate our policies, any applicable local antibribery and anti-corruption laws, and any applicable laws and regulations
- Do not ignore or delay reporting any concerns you have about inappropriate or illegal activity and "don't look away from them"
- Never try to trick anyone into doing something illegal or illegal, even if "everyone is doing it"



# Fight against money laundering

#### Our policies

Money laundering is a crime that consists of obtaining assets from illegal activity and hiding or recirculating them.

SEAS does not engage in money laundering and we take reasonable reporting measures to prevent such activity.



# Fight against money laundering

#### How we act

SEAS aims to trade exclusively with trusted partners who operate in accordance with legal provisions and who use assets from legal sources.

SEAS and its employees are aware of the risk of assisting in any suspicious activity by customers, business partners and other third parties.



# Fight against money laundering

Employees must be aware of the following warning signs that could indicate money laundering:

- Orders that conflict with the customer's or supplier's usual procedures
- Requests for cash payment
- Requests to make payments to third parties or receive payments from third parties
- Requests for payments to suppliers or agents to accounts in a country where the supplier or agent is not established
- Requests to send products to a country other than the buyer's or seller's home country without apparent justification



# **International Trade**

#### Our policies

SEAS' international business requires compliance with various regulations related to foreign trade, customs regulations and tax laws. Adherence to these areas of law builds trust with customers, authorities and other public stakeholders, while non-compliance can significantly damage SEAS. It concerns the reputation of the entire SEAS group, as well as every person who may be affected by the negative consequences.



### **International Trade**

#### How we act

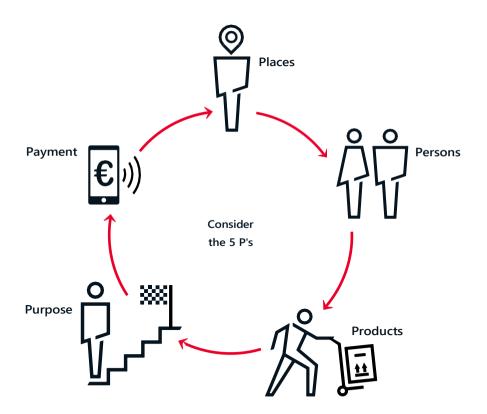
SEAS and its employees comply with all laws and sanctions regulations applicable in all countries in which we operate. Neither SEAS nor its employees will directly or indirectly make any funds, products or services available to or for the benefit of a designated person, or otherwise violate sanctions measures.

SEAS and its employees comply with all import/customs laws and regulations applicable in all countries in which we operate.



# **International Trade**

Employees take care to ensure compliance with international trade laws and regulations.





# Trading based on inside information

#### Our policies

Confidential Information is non-public information about SEAS that could provide a financial advantage if used to buy or sell securities (i.e. shares) of SEAS. We do not act or provide information that could significantly affect the trading price of SEAS shares and other assets. Confidential information is kept confidential by SEAS until it is made publicly available by appropriate persons / authorized management.



# Trading based on inside information

#### How we act

Employees who have access to such confidential information may not engage in transactions that do not comply with these policies, including but not limited to:

- never buy or sell securities of the company or other publicly listed companies if you have inside information (such activity is known as "insider trading"),
- never give others trading "tips" if you know confidential information, and
- never give confidential information to anyone, including other employees (if they do not need this information to perform their work).





### No harassment

#### Our policies

SEAS complies with anti-harassment laws wherever it operates. Legal protections against harassment vary around the world and while SEAS respects local cultures and differences in harassment, it has the utmost respect for individuals and will always strive to ensure that it treats its employees with dignity and respect. In fact, compliance with anti-harassment laws is becoming increasingly important as global customers increasingly value an organization's reputation for ethical treatment of employees. For this reason, it is important that employees protect SEAS, its reputation, other employees and stakeholders from the risks associated with harassment. The basis for achieving this goal is the actions and behavior of employees and other persons who represent the SEAS company.

SEAS strives to ensure that all its employees are treated with dignity and respect and are able to work in an environment free from unlawful harassment, intimidation, prejudice, bullying and other offensive behaviour. All employees are therefore obliged to protect SEAS from actions that would be contrary to local laws. SEAS' primary goal is to make it clear to all employees and anyone who interacts with SEAS that harassment has no place at SEAS.



### No harassment

#### How we act

SEAS prohibits all forms of harassment in the workplace. Harassment is any form of unwelcome or offensive expression or behavior directed at another person based on any identifiable personal characteristics.

Harassment includes unwelcome sexual advances or innuendos, offensive jokes, derogatory slurs, and offensive visual gestures and images. Employees are required to familiarize themselves with local anti-harassment laws, as well as to report any violations they become aware of or suspect.

Open and honest reporting of known or suspected harassment is fundamental to ensuring the integrity of SEAS' reputation and protecting business

activities of SEAS. Ultimately, this will protect the jobs of all company employees.



## No harassment



#### What to do

- Familiarize yourself with local anti-harassment law
- Encourage your colleagues to report any harassment they have experienced if they tell you about it
- Treat all colleagues equally and with respect



#### What not to do

- Do not engage in any activity that could be considered harassment
- Do not look away from conduct that could constitute harassment
- Don't assume that you only have to show respect to colleagues during working hours, as doing so outside of work could be in breach of antiharassment laws
- Do not change behavior towards people who have claimed to have been harassed simply because they belong to a protected class. It could represent further victimization / retaliation



# **Conflicts of interests**



#### Our policies

Conflicts of interest can arise in the workplace in many situations. They arise when the interests of one of the SEAS employees are or may be in conflict with the interests of SEAS, or where personal interests or advantages could actually or appear to influence the employee's judgment.

SEAS respects the rights of its employees to conduct their own personal affairs as they choose, but it is important that these interests are lawful and not in conflict with the interests of SEAS.



## **Conflicts of interests**

#### How we act

# Contracting with companies of relatives, families or friends

Employees must not be involved in procurement decisions regarding companies in which they or their family or friends have interests, as this could lead to suspicion that the employee has improperly influenced the procurement decision.

If an employee becomes aware that SEAS is considering contracting with such a person or company (whether the employee is involved in the procurement decision or not), the employee must inform their line manager and the Legal/Compliance team of the relevant interests so that the necessary measures could be taken and the impression of impropriety avoided.



# **Conflicts of interests**

#### How we act

#### Taking advantage of business opportunities

A clear conflict of interest would arise if an employee took advantage during his employment with SEAS for his own benefit or the benefit of someone else

business opportunity that would otherwise belong to SEAS. Employees may take advantage of business opportunities that would otherwise belong to SEAS only if SEAS has received and declined the business opportunity.

#### Hiring friends and family

Employees must not be involved in hiring decisions involving their family or friends, as this could create the impression that the employee has inappropriately influenced the hiring decision.

The company may employ family and friends of SEAS employees, there must be no direct or indirect relationship of supervision, management or subordination between them.



## **Conflicts of interests**

#### How we act

# Extra-company obligations / management functions

During their entire employment relationship with SEAS, employees may not hold any role in a competing company or provide it with services and information. It is very important that employees disclose any existing non-company commitments or management positions upon joining SEAS so that the company can assess whether a conflict may exist and put measures in place to mitigate or eliminate such conflict.

Employees must obtain the consent of SEAS before accepting any non-company commitments or management functions that could affect the performance of their work or give rise to a conflict. Employees may not perform work for extra-company obligations or management functions during their working hours, nor may they use company resources for these purposes.



# **Conflicts of interests**

#### How we act

# Financial interests in competing or contractual companies

Employees must not have any financial interests in companies that compete with SEAS as this could encourage (or appear to encourage) actions against the best interests of SEAS.

Interests in companies in which employees have no business control or influence, for example if they own a small share, are excluded from this rule.



# Drugs and alcohol in the workplace

#### Our policies

At SEAS, we do not tolerate working under the influence of drugs or alcohol. With this rule, the company tries to protect the health of employees, improve safety at work and strengthen work efficiency.



# Drugs and alcohol in the workplace

#### How we act

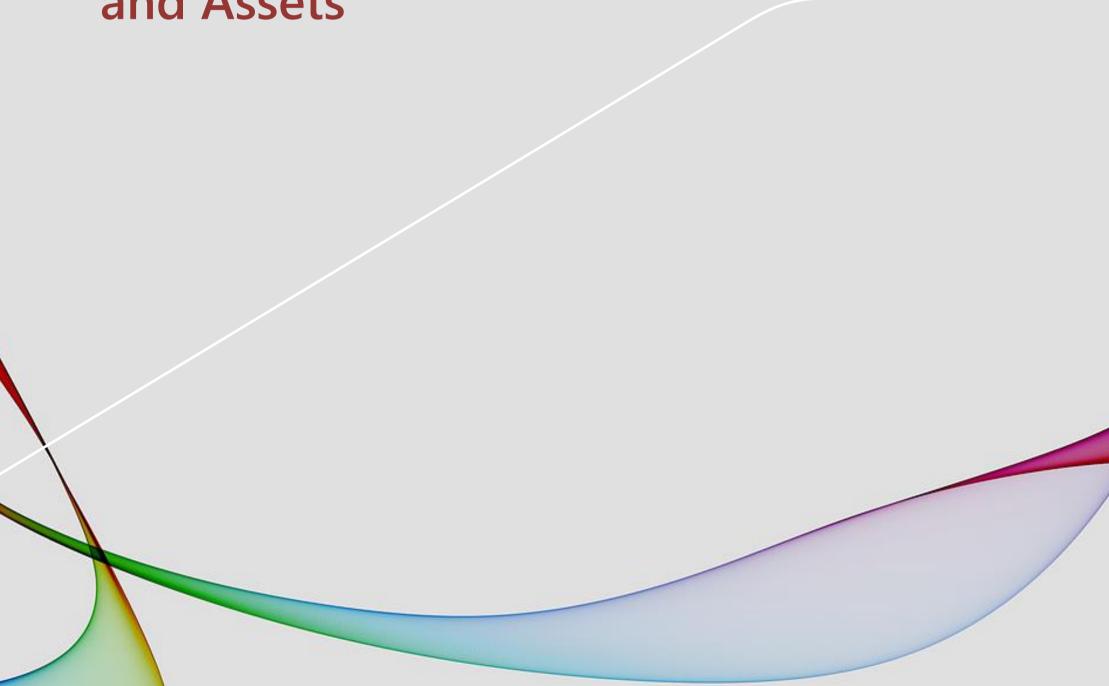
Do not work under the influence of any drugs or alcohol. Employees ensure that any consumption of alcohol outside of working hours does not affect their ability to safely perform their duties at SEAS.

SEAS has zero tolerance for all narcotics and illegal drugs. Employees cannot come to work under the influence of such substances or use them during the working day.



# 6. Administration and Assets





# Assets of the company

#### Our policies

SEAS' assets include tangible assets such as vehicles, IT equipment components, etc. and intangible assets such as intellectual property rights, expertise and certain data. These assets are proprietary to SEAS and essential to our success.

SEAS therefore protects its assets and resources from any loss, damage, fraud, disclosure and other adverse impact or unauthorized use.

We also treat third-party assets at our disposal with the same care



### 6 Administration and Assets

# Assets of the company

#### How we act

Intellectual property rights such as patents, trademarks, copyrights, design rights, know-how and trade secrets are key to SEAS' business and employees must respect these rights as part of their daily work duties. Employees are required to take all necessary steps and precautions to protect the intellectual property rights of SEAS.

As a general rule, tangible property may not be used for private purposes, except in cases where it is expressly agreed otherwise, and for any illegal purposes. This applies in particular to IT equipment such as computers and smartphones.

Respect for the intellectual property rights of third parties is also a core value of SEAS. SEAS does not tolerate any unauthorized use, theft or misuse of any third party intellectual property rights.



### 6. Administration and Assets

# Integrity of records and information management

#### Our policies

The basis for the proper management of SEAS is the accuracy and reliability of financial statements.

SEAS records and reports information accurately, completely and honestly. SEAS aims to provide a true view of external financial reporting such as profit and loss statements, balance sheets and cash flows, thereby ensuring that all books and records reflect the actual transactions and financial position of SEAS.

Employees have access to this financial information as well as other internal information about SEAS, its clients, partners and other employees in the performance of their job duties.

Some of this business information is confidential because it has strategic or commercial value, or may be subject to data protection laws if such information is considered personal data. The disclosure of such information affects the interests of SEAS or the relevant stakeholder to whom the confidential information relates.



### 6 Administration and Assets

# Integrity of records and information management

#### How we act

Keeps transparent, accurate and complete to SEAS employees who need it in the records of transactions in accordance with applicable legal regulations. Properly records all payments and maintains no unrecorded funds or assets.

We do not make any false statements to SEAS. Confidential information is made available only performance of their work duties. Before disclosing this information internally or externally, each employee must ensure that the recipient can receive such data and information and must take reasonable additional measures to protect the information, such as nondisclosure agreements.



# 7. Contact persons





### 7. Contact persons

### Who to turn to

#### Human resources department

Notification of an alleged violation of this code should be immediately notified to a senior employee, the personnel department, or sent electronically to the email address podnety@seoyoneh.sk.

Notification can be submitted at any time orally, in writing to the mailbox designated for submission of suggestions, by e-mail, or by telephone. Violation delivery options:

Mailbox for Považská Bystrica: mailbox located on the ground floor near the bulletin board with the title: "Suggestions of employees for the employer to investigate"

Mailbox for Dubnica nad Váhom: mailbox located on the ground floor near the turnstile with the name: "Suggestions of employees for the employer to investigate" Mailbox for Teplička nad Váhom: mailbox located at the Door / Trim workplace with the name: "Employee suggestions for the employer to investigate"

Postal address: to Inq. Andrea Baniari, SEOYON E-HWA AUTOMOTIVE SLOVAKIA, s.r.o., Robotnícka 1, 017 01 Považská Bystrica

The person responsible for receiving and investigating the submitted violation: Ing. Andrea Baniari, HR Assistant Manager, Personnel Department, Office: 3rd Floor, HR Department (Personnel Department), Telephone contact: +421 42 2818 429.

Every notice of violation, even anonymous, that is placed in a mailbox or sent to an e-mail address will be registered in the book of received suggestions. The book of received complaints mainly contains: Date of delivery of notification of violation/complaint, Name, surname and residence address of the person, in the case of an anonymous complaint, it is indicated that it is an anonymous complaint, Subject of the complaint, Result of review of the complaint, Date of completion of review of the complaint.

The company will receive and review each complaint within 90 days of receiving it. This deadline can be extended by another 30 days, provided that in the case of non-anonymous complaints, the extension will be notified to the person who submitted the complaint, stating the reasons for the extension. The Responsible Person will announce the result of the investigation within 10 days from the end of the investigation.

The responsible person must maintain confidentiality about the identity of the person who filed the complain.



SEOYON E-HWA AUTOMOTIVE SLOVAKIA s.r.o. Robotnícka 1, 017 01 Považská Bystrica, Slovakia

IN: 36 347 884

