

## I. INTRODUCTION

The Code is an ethical superstructure beyond the Labor Code, work regulations and other internal binding regulations. It summarizes the basic rules of conduct that represent the moral principles of our company's employees and helps us in our daily working life.

Although it is not realistic for the Code of Ethics to foresee every ethical situation that an employee encounters, we should each take responsibility for our actions and follow the rules of ethics and morality.

Our common goal is for MATEX PM, s.r.o. (hereinafter referred to as MATEX PM) to prosper and fulfill the principles of honest business. The Code formulates our basic requirements for the company's conduct in relation to employees, the environment and third parties, as well as requirements for the conduct of employees towards their colleagues.

The Code is valid and binding for all employees, regardless of the type of employment contract concluded.

**MATEX PM conducts business honestly and fairly, and this Code of Ethics is its commitment to society.**

**By working for MATEX PM, we agree to uphold this commitment and not tolerate any violation of it.**

## II. WHO WE ARE

We are a purely Czech family company and we are a team of active, decent and hardworking people. Since 2005, our goal has been to provide customers with the best services at the highest technological level. We deal with laser technologies: especially surface hardening for the automotive, engineering and energy industries, we perform reconditioning of engineering parts using laser cladding, we deal with laser welding of large sheets or aluminum components for the automotive industry. We also offer comprehensive services in the field of automation, i.e. the construction of robotic systems, especially for laser welding, surface hardening and manipulation.

For many years, we have been among the leading companies in Europe in the development and application of laser technologies. We participate in a number of research projects. We operate our own laboratory and our team includes top experts from key technological fields.

## VISION

MATEX PM spreads its good name with honest and quality work,  
which it wants to fulfill and exceed your expectations.

***"Vision without action is a dream, action without vision is a nightmare."***

*Japanese proverb*

## STRATEGY

- We have a hardworking and competent person in every position. Such people make up our team and prove every day that even a small team can do great things.
- We expand the services we provide, improve our processes and look for reserves within ourselves.
- We think positively, we do our work with pleasure and professionally, we are focused on completing tasks.
- We treat our surroundings with respect so as not to harm the environment.

## GOAL

Our ultimate goal is a satisfied and returning customer who will gladly recommend our services. The way to achieve this goal is our effort to have motivated, self-confident, independent and responsible employees in the team.

## VALUES

**Courtesy \* Honesty \* Responsibility \* Trust**

**Mutual respect \* Positive thinking \* Proactive approach**

## **SOCIAL RESPONSIBILITY**

- We maintain fair business relations with our customers, suppliers and service providers.
- We support socially charitable events.
- We take a responsible approach to the environment.
- We care for our employees, their health, safety and education.
- We fulfill our obligations to the state and the place of our business.

## **II. CUSTOMER FIRST**

- Customer needs have the highest priority.
- There are no small customers.
- We build long-term relationships with customers based on trust and partnership.
- We act professionally.
- We constantly improve procedures and methods to best meet customer requirements (quality x deadline).
- We protect the privacy of our customers, we handle their personal data in accordance with the law.

## **III. WE CARE ABOUT RELATIONS WITHIN THE COMPANY**

- We are loyal to our company and to each other.
- We do not publicly discredit the company.
- We like to present our successes.
- We do not spread sensitive information, we keep company secrets.
- We are responsible for what we do and lead by example.
- We respect each other and appreciate everyone's good work.
- We are happy to help a colleague.

## **IV. WE USE COMPANY PROPERTY EFFICIENTLY**

- Property and services owned by MATEX PM are used exclusively to support the performance of our work duties and for the benefit of our company.
- We act in the best interests of MATEX PM and do not use property (tangible and intangible), information or our own position in the company for personal enrichment.
- We take care of and protect all company property and equipment.
- We do not tolerate waste and indifference.

## V. WE HAVE AN ACTIVE APPROACH

- We actively solve assigned tasks, we complete things to the required quality and deadline.
- We accept responsibility for our decisions and work.
- We are not afraid to look for innovative, better solutions to tasks.
- We work as a team.
- We constantly educate ourselves and improve our processes.

## VI. WE DEAL WITH BUSINESS PARTNERS FAIRLY

- We deal with business partners in accordance with ethical standards and comply with applicable legal regulations.
- We avoid all situations where there could be a conflict of personal and business interests.
- We will refuse any action that could jeopardize our impartiality in making decisions about our customers or suppliers, so as not to jeopardize the company's good reputation and credibility.
- We do not tolerate illegal or dishonest means, such as accepting and giving bribes or other payments to promote the company's business interests, or other violations of applicable legislation.
- We do not use the advantages resulting from our job position or information obtained in the course of work for personal benefit or the benefit of other persons.
- In case of uncertainty, we will contact our superior with a question.

**We are a team of honest, responsible, trustworthy, polite, positive, active, consistent and helpful people, and therefore we are able to work honestly, responsibly, communicate decently and truthfully, follow the rules and improve.**

*Ing. Tomáš Nužič*  
CEO of MATEX PM, s.r.o.