

## CODE OF RESPONSIBILITY

In doing business, BIOLAR strictly and responsibly complies with all applicable laws and regulations at the local, national and international levels.

Our mission is to be a competitive company, continuing and developing the traditions of the Latvian School of Chemistry, to be a reliable business partner, maintaining and developing an economically stable image of the company, and creating an economically viable production system that is friendly to the society and the environment, maintaining high safety and health standards.

Our code of responsibility is based on compliance with all applicable laws and internationally recognized standards in quality management, social protection, working conditions, safety and health protection, environmental protection and energy efficiency, as well as adherence to the principles of business ethics.

In order to comply with our obligations, this code of responsibility sets out a brief definition of what we adhere to in relation to the following categories:

1. Quality control
2. Social security
3. Working conditions and human rights
4. Safety precautions and health protection
5. Environmental protection and energy efficiency
6. Business ethics

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### QUALITY CONTROL

The main goal of BIOLAR in quality control is to provide the Latvian and foreign markets with high-quality products developed in accordance with the best traditions of the Latvian School of Chemistry and recognized international standards, and developing them in accordance with the modern needs and demands of consumers, achieving results, motivating all employees of the Company to work together in order to ensure the the process of production of products, services and information is of the highest quality.

#### **Creating a friendly work environment**

Creating a working environment in which the Company's staff is fully involved in an integrated quality control system.

#### **Quality standards**

Strict observance at the Company of the quality control system in accordance with the requirements of international standards.

#### **Market research**

Continuous market research. Increasing the competitiveness of the Company by achieving recognition as a reliable and steadily developing partner.

#### **Improvement of the technological proces**

Continuous improvement of technological processes, reconstruction, modernization, as well as commissioning of new equipment. Implementation of new efficient technologies to ensure the release of products of the highest quality at all stages of production, through the technical development of production capacities.

#### **Personnel**

Continuous improvement of the professional level of the Company's employees through systematic training, certification, retraining, and advanced training.

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### SOCIAL SECURITY

The Company's goal in the field of social security is to comply with all legal and ethical standards based on basic human values in order to ensure long-term sustainable development of the enterprise.

#### Salary

The Company has a fully transparent policy in the field of remuneration of personnel. It implies strict observance of the amount of wages fixed in the employment contract, an understandable system of incentives, exclusion of delays in payment, as well as full compliance with the tax legislation of the Republic of Latvia and the Labor Law.

#### Health insurance

The Company finances additional health insurance for all its employees. The initial and annual medical examination of the personnel is paid in accordance with the regulations and the performance of work duties. Additionally, the Company strictly complies with all measures related to epidemiological safety.

#### Meals

The Company organizes staff meals in a specialized canteen that is in compliance with all sanitary and epidemiological standards. The Company subsidizes the purchase of products for the canteen, so the payment for food for staff is minimal.

#### Education

For harmonious development and in order to train new personnel, the Company supports and organizes planned internships for students of specialized higher educational institutions, with subsequent possible employment. If necessary, employees are sent to advanced training courses at the expense of the Company. The work plan of the Company includes periodic trainings for employees, in the necessary areas and in the right volumes.

#### Help and support

The Company has a fund to help employees in critical life situations (illness of loved ones, difficult financial situation, etc.). In these cases, the Company provides support and financial assistance to employees free of charge.

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### WORKING CONDITIONS AND HUMAN RIGHTS

The Company's goal is to ensure high standards of respect for human rights, decent and respectful treatment of all employees, as well as fair and ethical work.

#### **Gender equality**

The Company adheres to generally accepted worldwide practice in respect of gender equality. This is reflected in the wage system - where the difference in wages for women and men is non-existent. The Company also adheres to generally accepted international standards of ethics in internal relations in the team.

#### **Discrimination**

The Company adheres to the principles of inadmissibility of any kind of discrimination against employees based on gender, age, nationality, marital status, sexual orientation, religion, political opinion, disability, skin color or race.

#### **Forced labor**

The Company strictly condemns forced labor in any form and adheres to the principles of the inadmissibility thereof.

#### **Child labor/ juvenile labor**

The Company adheres to the principles of inadmissibility of the use of child labor. The employment of minors is possible only on a voluntary basis, upon reaching the minimum age permitted by law, in accordance with the Labor Law of the Republic of Latvia, as well as reduced working hours.

#### **Working conditions**

Compliance with all laws and regulations of the Republic of Latvia in everything related to working hours, days off, holidays (including annual leave, maternity leave, study leave and parental leave), payment of sick days and wages.

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### **SAFETY PRECAUTIONS AND HEALTH PROTECTION**

The main goal of the Company is safe work conditions. This concept includes providing workers with the necessary specific workwear and safety shoes, personal protective equipment, and training for work at a specific workplace. Maintenance of equipment and technology in the proper form. The main priority is to preserve the life and health of workers in the course of their work.

#### **Labor protection**

All workplaces at the Company are equipped in compliance with all safety measures and requirements, in accordance with the legislation and all regulatory acts of the Republic of Latvia, as well as generally accepted global standards necessary for compliance with hazardous chemical enterprises. The Company carries out periodic internal audits of the Company's divisions to monitor compliance with working conditions.

#### **Individual approach**

Accounting for the individual characteristics of employees, personal protective equipment, as well as work schedules. The characteristics of employees are taken into account from the moment they are hired. For each employee, protective clothing and personal protective equipment are selected taking into account individual characteristics and sizes. The schedule of work, days off, as well as the vacation schedule, is drawn up and agreed with each employee separately, taking into account their wishes.

#### **Education**

An integral part of vocational training and advanced training at the Company is the training and testing of knowledge of the labor safety requirements of all employees of the Company.

#### **Sanitary conditions**

Sanitary support of personnel takes one of the leading places in the system of measures to improve working conditions at the Company. Sanitary services for employees of the Company is part of a set of measures for labor protection. All sanitary facilities (dressing rooms, showers, toilets, dining rooms, etc.) are equipped with modern appliances, specialized furniture and equipment in accordance with the standards in this area.

#### **Emergency situations**

Creation of an emergency rescue team at the Company with appropriate training, having at its disposal all the necessary resources and technical means for prompt response and implementation of measures for prompt elimination of consequences in case of emergency situations. Regular firefighting and counter-emergency exercises together with the local branch of the State Fire and Rescue Service.

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### ENVIRONMENTAL PROTECTION AND ENERGY EFFICIENCY

The goal of the Company's Environmental Policy is to ensure sustainable development of the Company in accordance with the requirements of environmental legislation and compliance with all applicable laws and regulations regarding environmental protection, creating a favorable and safe working environment. The development projects of the Company are aimed at maximum protection of the environment and avoiding its pollution.

#### **Efficient use of resources**

Energy saving is one of the priorities of the Company's strategic policy. The Company is constantly striving to reduce the consumption of natural resources through changes in production processes and the introduction of energy-saving technologies.

#### **Waste management**

The Company is constantly working to reduce harmful emissions and hazardous waste. It is constantly improving the process of neutralizing hazardous waste, solving the problem of disposal of the main part of liquid hazardous waste generated during production processes. The Company also maintains close cooperation with specialized companies engaged in the disposal of hazardous waste without harm to the environment.

#### **Waste water management**

One of the main measures to improve the activities of the Company in the field of environmental protection, is the presence of reconstructed biological treatment plants, which allows to reduce the content of harmful substances in wastewater and emissions of harmful substances into the atmosphere.

#### **Safe handling of materials**

The Company has a modern system, technical infrastructure and appropriate qualifications to ensure safe handling of all materials, as well as their safe use, storage, transportation and disposal. BIOLAR constantly carries out work and research on the possibility of replacing highly hazardous substances with less hazardous ones in the production.

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### **Informing the population**

The Company has developed a Civil Defense plan, which defines action plans in case of possible accidents. The Company's security system is aimed at ensuring safe activity with no emergency situations, that is in compliance with the requirements established by the regulatory enactments of the Republic of Latvia. The Company carries out continuous supervision and video surveillance.

### **Monitoring**

The Company is engaged in constant internal monitoring of the state of affairs in environmental protection, and also cooperates with all government organizations for a timely and open analysis of the situation in this area. The results of such monitoring are absolutely transparent and available to all interested parties.

### **Documentation**

The Company carries all the necessary environmental permits, and strictly complies with the requirements set forth in them. The policy of the Company in the field of compliance with the law consists of strict adherence to the requirements of all laws and regulations of the Republic of Latvia and the European Union, which apply to the Company as a manufacturer that uses sophisticated technologies and produces chemicals.

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### **BUSINESS ETHICS**

The Company's goal in the field of business ethics policy is to ensure that the Company acts in a fair and ethical manner, and in full compliance with regulations, local and national laws, and international standards.

#### **Competition**

When conducting its activities, the Company adheres to fair and transparent competition, observing all applicable laws.

#### **International trade**

The Company complies with all regulations governing international trade, import and export controls, as well as sanctions, restrictions and embargoes imposed by national authorities or governments.

#### **Corruption**

The Company adheres to the principles of the inadmissibility of any type of corruption, including giving or receiving bribes, extortion and money laundering.

#### **Confidentiality**

The Company complies with all applicable laws in the field of protection and processing of personal data, assignment, distribution or misuse of intellectual property, as well as the principles of protecting confidential information.