

2023

# CODE FOR TRANSPORT SERVICE PROVIDERS

GRUPA AKOMEX



## CODE FOR TRANSPORT SERVICE PROVIDERS

### SCOPE OF VALIDITY

THE CODE OF CONDUCT FOR TRANSPORT SERVICE PROVIDERS OBLIGATES SUPPLIERS TO COMPLY WITH THE RULES HEREOF, AS WELL AS TO PROVIDE ALL INFORMATION CONCERNING CHANGES AND UNDERTAKEN ACTIONS HAVING AN IMPACT ON QUALITY, HYGIENE AND SAFETY OF ENTRUSTED PRODUCTS.

## PROCEEDING IN ACCORDANCE WITH THE LAW

Transport service providers shall be obliged to act in line with the applicable provisions of local law, on the premises of which they run their activities, take up actions in order to minimize a negative effect on the environment around us, as well as fulfil the principles of this Code of Ethics.

# Code for transport service providers



## THE FOLLOWING PRINCIPLES ARE APPLICABLE IN THE TERRITORY OF THE COMPANY:



On the premises of the plant you can drive a technically efficient vehicle only. If you notice an oil, fuel or other hazardous substance leak, it is necessary to immediately inform an employee of the company, secure the road area or floor against getting dirty. **It is forbidden to do any repairs, maintenance work, clean cargo boxes and wash cabins on the premises of the plant.**



On the premises of the plant you must go along the marked roads only. It is necessary to comply with instructions of employees supervising the unloading / loading process.



During the cargo unloading / loading process, **it is required to wear protective clothes and use protective footwear.** Moving around the plant outside the designated place is possible only in the presence of an employee of the company after being equipped with a reflective vest earlier.



In the area of the warehouse hall, it is forbidden to bring in private mobile phones and take photos.



In the area of the warehouse hall, it is forbidden to wear watches and jewellery (apart from a wedding ring).



It is forbidden to chew gum and eat in the warehouse areas.



During the loading / unloading process on the ramp, requiring a fork-lift truck to drive onto the load box, it is necessary to safeguard the semi-trailer's wheel using a special wedge.



On the premises of the company, **it is forbidden to smoke cigarettes** outside the places designated for this purpose and to use open sources of fire.  
**It is forbidden to use propane-butane bottles.**



It is possible to prepare a hot meal or drink as well as use a toilet, while waiting, in a break room available for 24 hours.



On the premise of the plant, waste segregation is obligatory. Waste must be put in marked containers in accordance with its intended use.



In case of danger, it is necessary to immediately inform a warehouse worker and leave the place at risk by going along the designated escape routes and to go to the assembly area.



### Inspection of the cargo area and cargo itself:

- A warehouse worker shall be obliged to check the condition of loading / unloading in terms of physical, chemical and biological contaminants as well as hygienic quality of pallets.
- A result of the visual inspection shall be confirmed in the WZ (Stock Issue Confirmation) document.
- A driver shall be liable for correct protection of cargo during transport.
- It is the Carrier that shall be liable for potential damage to cargo during transport.
- **It is forbidden to re-pack transported materials without notice provided to DrukPak and without DrukPak's consent.**



1



Suppliers shall ensure that their employees and other persons in the supply chain are properly trained and equipped to perform their work safely.

5



Ensuring equal treatment of employees and candidates for employees.

2



**Ensuring working hours compliant with regulations**, timely payment of salary and allowances in accordance with national and internal regulations and relevant conventions.

6



**No manifestations of harassment** due to gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation.

3



**Prohibition of any form of human trafficking, child labour, forced labour.** We consider a child to be anyone under the age of 15, or any higher age specified by local law.

7



**Conducting operations in an environmentally responsible manner** and in compliance with environmental legislation.

4



**No tolerance for** disrespect, harassment, discrimination, abuse, or inappropriate sexual advances.

8



**Ensuring the protection of confidential information** entrusted by us and our clients and third parties.

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Ensuring that personal data, its collection, recording, storage, and disposal are carried out in accordance with applicable laws and regulations.



**Respecting the rules of the policy regarding the form of hospitality as well as gifts.** The parties do not offer or accept any form of hospitality or gifts that may inappropriately influence – or may appear to influence – business decisions.



**Ensuring that business is conducted with integrity without any form of bribery or corruption.** Under all circumstances, it is unacceptable to give or take bribes, either directly or indirectly.



**Allowing representatives of the AKOMEX Group to conduct a system and process audit.**



Compliance with the principles of fair competition.



**Supporting a proactive approach to environmental challenges, including:**

- optimising energy use,
- resource efficiency,
- waste management and recycling.



Avoiding situations where cooperation may lead to a conflict of interest. regulations.



**Applying specific rules to third parties,** with whom a given supplier cooperates under its own agreements, codes of conduct and regulations.

# Code for transport service providers

Representative of the Principal

Date and signature

Representative of the Service Provider

Date and signature

**If there is a conflict  
between the law and this Code,  
then the law shall take precedence.**

**Any questions, ambiguities  
should be addressed to**

dostawcy@akomex.pl  
or  
dostawcy@drukpak.pl



Code for transport  
service providers



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