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# **CODE OF CONDUCT FOR SUPPLIERS AND BUSINESS PARTNERS**

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## 1. INTRODUCTION

ECCOS-INŽENJERING d.o.o. (hereinafter: Eccos) strives to establish the highest ethical, moral and business standards in its daily business operations.

Code of conduct for suppliers and business partners of Eccos (hereinafter: the Code) sets basic requirements for suppliers of goods, service providers and other business partners (hereinafter: the Business Partners) of Eccos:

## 2. LEGAL COMPLIANCE

Eccos Business Partners are obliged to comply with all national and European laws and by-laws that apply to their business operations. Also, they must adhere to the principles prescribed by international acts such as the Universal Declaration of Human Rights, the UN Convention on the Rights of the Child, the UN Convention on the Elimination of All Forms of Discrimination Against Women, the ILO Declaration on Fundamental Principles and Rights at Work, etc.

## 3. FUNDAMENTAL HUMAN RIGHTS

Business Partners are obliged to ensure respect for fundamental human rights, and in particular:

- to ensure equal opportunities and equal treatment of all employees regardless of racial, national, or social origin, health condition, sexual orientation, political opinion or religious belief, gender, or age.
- to respect the rights of children and minors, especially in such a way that they will not employ children (it is forbidden to employ persons under the age of 15 or 14 if required by national law), and in the case of employment of minors, to comply with all national and international laws regarding the protection of minor workers.
- not to use any form of forced or compulsory labour.
- to respect the rights of employees to a fair wage and the obligation to pay all benefits and contributions, overtime, wages, etc. in accordance with positive laws and by-laws.
- to respect the right of its employees to join a trade union.

#### **4. OCCUPATIONAL HEALTH AND SAFETY**

Business Partners are obliged to comply with all positive regulations on occupational health and safety, i.e., they are obliged to ensure a safe working environment.

Business Partners are encouraged to ensure a higher degree of protection and safety at workplace than prescribed by positive laws by establishing business processes and business practices in accordance with international standards such as ISO 9001, ISO 45001, SCC, etc.

#### **5. PERSONAL DATA PROTECTION**

Business Partners are obliged to harmonize their business operations with all relevant regulations on personal data protection, especially with the General Data Protection Regulation (GDPR). Based on the relevant regulations, they are obliged to ensure continuous protection of the personal data of their employees and business partners.

#### **6. ENVIRONMENTAL PROTECTION, SUSTAINABLE DEVELOPMENT AND ENERGY EFFICIENCY**

Business Partners are obliged to comply with positive laws and international standards regarding environmental protection and energy efficiency.

Business Partners are obliged to consider the impact of their operations on the environment and undertake activities aimed at reducing the negative impact on the climate in order to reduce the emission of harmful gases, and to undertake activities aimed at rationalizing energy consumption and disposal and recycling of waste.

Business Partners are encouraged to ensure a higher level of environmental protection and energy efficiency by establishing business processes and business practices in accordance with international standards such as ISO 14001, ISO 50001, etc.

#### **7. COMPETITION**

Business Partners are obliged to comply with all national, European and international laws regulating the rules of competition and the prohibition of monopolies, and to adhere to best business practices and the principles of fair competition.

## **8. PROHIBITION OF CORRUPTION, BRIBERY AND CONFLICT OF INTEREST**

Business Partners are obliged to comply with all positive national and international laws on the fight against corruption and bribery. Furthermore, they must not be involved (directly or indirectly) in any form of corruption or bribery and will not offer any responsible person from the private or public sector any benefit to obtain or retain a certain business relationship.

Business Partners are obliged to disclose all potential conflicts of interest related to their business relations with Eccos.

## **9. RESPONSIBLE USE OF MINERALS AND MATERIALS FROM CONFLICT AFFECTED AREAS**

Business Partners must take appropriate measures to ensure that production does not use minerals or other materials originating from conflict-affected areas or from high-risk countries affected by conflicts, either internal or external, all in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals.

## **10. CONFIDENTIALITY**

Business Partners are obliged to keep all business secrets confidential and to prevent their unauthorized disclosure to other parties.

Business Partners are obliged to ensure the internal procedures for informing employees about the need to protect the confidentiality of business data, as well as control and sanctioning mechanisms in case of breach of confidentiality.

## 11. TERMINATION

In the event that Business Partners have violated any of the obligations stated in this Code, they may be given a reasonable period to remedy a violation. If the Business Partner does not remedy the violation within the given period, Eccos has the right to extraordinary termination of the contract. In case of serious violations or continuous violations, Eccos may terminate the contractual relationship without setting a reasonable deadline for remedying the violation. This is without prejudice to Eccos right to claim compensation for actual damages and lost profits.

## ACKNOWLEDGEMENT OF ACCEPTANCE

By signing this document, I confirm that I have read, understood, and that I accept all the terms outlined in this Code of Conduct.

**Name and Surname:**

**Company / Organization:**

**Signature:**

**Date:**

## QUESTIONNAIRE FOR SELF-ASSESSMENT OF SUPPLIERS AND BUSINESS PARTNERS

### 1. INTRODUCTION

ECCOS - INŽENJERING d.o.o. pays significant attention in its operations to ensuring high-quality cooperation with its suppliers based on ethical business practices, anti-corruption, fair market competition, lawful operations, and the protection of human rights.

In addition, sustainable development, energy efficiency, information security, and the protection of the health of employees and other participants in business processes at all locations where the company conducts its activities represent important principles of the company's business policy as well as its mission and vision.

ECCOS - INŽENJERING d.o.o. systematically and regularly monitors and evaluates its own progress in ensuring compliance with established objectives and confirms this as a long-time holder of ISO certificates, which provide additional assurance to the satisfaction of our customers, employees, business partners, and the wider community. ECCOS - INŽENJERING d.o.o. holds the ISO 9001 quality management standard, the ISO 14001 environmental management standard, and the ISO 45001 occupational health and safety management standard.

With the aim of ensuring and improving the quality of operations throughout the entire supply chain and among business partners, we kindly ask you to answer the questions below regarding your company's operations related to quality management, environmental protection and energy efficiency, health and safety, information security, as well as human rights protection and ethical business conduct.

## 2. GENERAL INFORMATION

Company:	
Registration address:	
Tax ID number (VAT):	
Description of products/services your company provides:	
Contact email address:	
Number of employees:	
Person responsible for this questionnaire:	

## 3. MANAGEMENT SYSTEM CERTIFICATES

Please indicate whether your company has established the following officially certified systems:

Certificate	YES/NO	Validity date
ISO 9001:2015		
ISO 14001:2015		
ISO 45001:2018		
ISO 50001:2018		
ISO 27001:2013		
Other:		

## 4. QUALITY MANAGEMENT

No.	Question	YES/NO
1.	Does your company collect data on Customer/Business partner satisfaction?	
2.	Does your company have an established Quality Management System and documented procedures?	

## 5. ENVIRONMENT AND ENERGY

No.	Question	YES/NO
1.	Does your company monitor its energy consumption?	
2.	Does your company have annual goals for reduction of energy consumption?	
3.	Does your company have a plan to reduce greenhouse gas emissions?	
4.	Has your company established energy-saving measures?	
5.	Does your company have established annual goals related to environmental protection?	
6.	Does your company have written rules regarding waste management procedures?	
7.	Does your company separate waste? Does your company hand over waste to authorized waste collection companies?	

## 6. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

No.	Question	YES/NO
1.	Does your company promote health and safety in the workplace?	
2.	Does your company conduct hazard and risk assessments before starting work?	
3.	Does your company have an occupational safety training program?	
4.	Does your company have prescribed rules for investigating workplace accidents?	
5.	Does your company carry out regular service of work equipment and vehicles?	
6.	Does your company provide personal protective equipment to workers?	
7.	Does your company monitor legal and regulatory changes related to occupational health and safety?	

## 7. HUMAN RIGHTS AND ETHICS

No.	Question	YES/NO
1.	Does your company employ children or underage workers?	
2.	Has your company ensured dignity and respect for every worker regardless of gender, age, race, social or economic background, or sexual orientation?	
3.	Does your company respect the privacy rights of its workers?	
4.	Does your company have an adopted Code of Ethics?	
5.	Does your company have prescribed rules regarding the reporting of irregularities at work (whistleblower protection)?	
6.	Does your company support freedom of association in unions and other worker organizations?	
7.	Has your company or its person responsible been penalized in the past 5 years for violations of labor law or other regulations related to its operations?	
8.	Does your company have written rules regarding the detection and prevention of corruption, bribery, and conflicts of interest?	

### FINAL INFORMATION

Name of the person completing this questionnaire:

Position of the person completing this questionnaire:

Date of completion: