

INTEGRATED MANAGEMENT SYSTEM POLICY

TELEMOND HOLDING pursues a policy which manifests itself in maintaining the reputation of a reliable and trustworthy partner, providing our customers with services and products at an agreed level of quality and within the agreed time limit. When setting the level of quality for our activities and in the course of operations related to its implementation, we strive to minimise the adverse effects on the environment and safety of employees, customers, suppliers and society.

Objectives of the Integrated Management System:

- ◆ strengthening and consolidating the competitive market position of the company,
- ◆ winning sustained confidence of the customers,
- ◆ improving the quality of services provided to ensure customer satisfaction,
- ◆ driving to reduce deadlines for order execution while reducing the costs,
- ◆ outstripping our competitors in terms of the quality of services, lead times of order execution and price in an environmentally friendly manner to ensure the compliance with the requirements and expectations of customers and applicable legal regulations and standards,
- ◆ preventing pollution and reducing adverse environmental impacts,
- ◆ preventing accidents at work, near misses and occupational diseases as well as improving the occupational health and safety conditions.
- ◆ providing and securing hygienic work conditions in order to prevent injuries and health problems

We achieve these objectives by:

- ◆ continuous training of the management personnel and employees for raising their professional qualifications,
- ◆ assuming responsibilities at any workstation,
- ◆ reliable selection of product and service suppliers,
- ◆ ensuring the appropriate interaction and improvement of processes within the entire system,
- ◆ using the latest and environmentally friendly technologies and equipment,
- ◆ tracking the company impacts on the environment and their assessment,
- ◆ systematic review of laws and regulations concerning the quality, safety and environmental protection and their application in the current activities of the company,
- ◆ monitoring of workstations to improve the OHS conditions,
- ◆ striving to prevent accidents at work, near misses and occupational diseases,
- ◆ reducing the occupational risk level,
- ◆ preventing environmental pollution,
- ◆ consultations and co-participation of employees
- ◆ rational waste management and control of emissions and waste,
- ◆ maintenance and continuous improvement of the Integrated Management System.

The Company Management declares the provision of measures necessary to achieve the objectives set and obliges all employees to use this Integrated Management System Policy.

High energy efficiency is achieved by:

- ◆ Running activities in accordance with the applicable provisions of the law and other agreed requirements.
- ◆ Identification and supervision over the areas of considerable energy consumption.
- ◆ Optimum use of energy resources in the production process.
- ◆ Searching for and introducing solutions that use proven techniques and technologies, with the consideration given to energy consumption.
- ◆ Taking into consideration energy demand when planning and conducting investment projects and renovations.
- ◆ Raising the awareness of employees, heat recipients and entities cooperating and performing tasks in the premises of the Company within the scope of optimisation of energy consumption.
- ◆ Continuous improvement of effectiveness of Energy Management System.

15 January 2020

MANAGEMENT BOARD

ENERGY POLICY

TELESKOP Sp z o.o. has a rational energy policy aimed at effective consumption of energy carriers in carrying out the plant's activities taking into account the following aspects: work, energy, economic, quality and environmental safety.

The Energy Policy at TELESKOP is conducted by:

- ◆ provision of adequate and transparent contracts relating to the supply of energy,
- ◆ ensuring compliance with legal and other requirements applicable in the company,
- ◆ continuous improvement of the energy output of the plant by:
 - reducing the specific energy consumption per product being manufactured,
 - supporting purchases, projects and the use of modern solutions and equipment to reduce the demand for energy,
 - optimisation in the use of various applications of energy carriers,
 - preventive maintenance of machinery and equipment, planning and correct performance of inspections and repairs of machinery and equipment to affect the reduction in demand for energy,
 - preferring innovative solutions and companies involved in their implementation,
 - introduction and use of systems for measuring the consumption of energy carriers,
- ◆ raising employees' awareness of energy efficiency and management of energy carriers,
- ◆ active involvement of employees and top management in energy policy, action plans and regular inspections of technological equipment,
- ◆ carrying out inspections and energy audits to evaluate and improve the energy output,
- ◆ employment of workforce with appropriate professional qualifications,
- ◆ appropriate and comprehensive training of workforce tailored to the needs identified,
- ◆ monitoring and reporting measurements with regard to the objectives set,
- ◆ comprehensive communication concerning energy-related matters within and outside the organisation,
- ◆ maintenance, review and improvement of the adopted Energy Policy.

The management of Teleskop Sp z o.o. will provide the means for the implementation of the Energy Policy provisions and ensures that the Policy is known, understood and implemented by all employees.

Kostrzyn on the Oder, 15 January 2020

MANAGEMENT BOARD



CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

Telemond Holding is responsible for the impact of its own decisions and operations on the surrounding community and environment through actions which:

- respect the human rights through, among others:
 - compliance with OHS regulations – suitable protective clothing and proactive actions such as installation of additional, not required by law, safeguards to ensure the safety of workers,
 - issues related to decent work, procedures aimed at ensuring equal treatment, and thus equal payment for the work of equal value regardless of whether it is carried out by a woman or a man, Polish or foreigner
 - issues related to reliable calculation and remuneration of overtime work, right to rest and social security,
 - taking into account the experience and competence, disregarding the age, sex or and taste of the employee during the recruitment process,
- are based on the principles of fairness, i.e.:
 - supporting the working environment in which people show respect to each other and are honest,
 - guaranteeing regular and timely payment of salaries, and additionally rewarding those who demonstrate the highest willingness to work.
- take into account the expectations of the stakeholders:
 - openness to new contacts, while maintaining and taking care of regular customers,
 - supporting local charity events,
 - conducting warranty and post-warranty services at the times convenient for the customer,
 - expecting respect for human rights from suppliers, e.g. through mentioning potential risks in the contents of contracts or orders,
 - planning sales and orders so that very tight deadlines for suppliers is avoided as far as possible,
- contribute to sustainable career development and promotion,
- clearly and comprehensibly reveal their rules and policies, in particular in relation to the employed staff, society and environment at least by:
 - manufacturing products in accordance with safety standards,
 - providing trainings to employees,
 - raising environmental awareness of the employed staff and suppliers and disseminating the environmental idea among customers and local community,
- are in compliance with laws and behaviour regulations.

We declare compliance with this policy by:

- compliance with the Labour Code, in particular in terms of employment and working conditions,
- regular communication of ethical principles within the company,
- respecting the ownership right,
- creating equal opportunities free from discrimination,
- ensuring freedom of thought, conscience and religion,
- ensuring safe working conditions,
- conducting social dialogue,
- respecting the right to equal pay for work, rest and leisure time,
- conducting fair competition,
- health and safety protection,
- preventing corruption,
- philanthropic activities,
- supporting 10 principles of Global Compact.

10 Principles of the United Nations Global Compact:

1. Respect the human rights.
2. Eliminate the human rights violations.
3. Support freedom of association and recognition of the right to collective bargaining.
4. Eliminate all forms of slavery and forced labour.
5. Contribute to the effective abolition of child labour.
6. Counteract discrimination in respect of employment.
7. Promote preventive approach to the environmental issues.
8. Take the initiative to promote greater environmental responsibility.
9. Support the development and dissemination of environmental technologies.
10. Counteract corruption in all its forms, including bribery and extortions.

Kostrzyn on the Oder, 11 January 2020