



**55 years of military technical service for the Polish Armed Forces**

## **CODE OF PROFESSIONAL CONDUCT OF WOJSKOWE ZAKŁADY UZBROJENIA S.A.**

**Wojskowe Zakłady Uzbrojenia Spółka Akcyjna** belongs to Polska Grupa Zbrojeniowa S.A.

**Wojskowe Zakłady Uzbrojenia S.A.** acts in the international armaments market as a specialized missile defense technology facility which deals with modernization and repairs of armament and technical equipment as well as development of new generation products sold in Poland and in NATO member countries.

**Wojskowe Zakłady Uzbrojenia S.A.** is one of the leading companies on the European market deals with with refurbishment of anti aircraft missile systems. The factory has achieved significant position in the international group of companies dealing with modernization of missile equipment and is renowned for its best practice and effectiveness. **Wojskowe Zakłady Uzbrojenia S.A.** has been renovating anti-aircraft missile systems used by Polish Armed Forces for 55 years now and successfully combines its expertise knowledge with professional staff experience, which enables continuous provision of highest quality services and environment protection.

**Wojskowe Zakłady Uzbrojenia S.A.** closely cooperates with foreign companies, leaders in production of new generation armament technology. This cooperation is mainly related to the transfer of modern technology and delivery of equipment with highest world standard.

**Wojskowe Zakłady Uzbrojenia S.A.** holds the license of the Ministry of Internal Affairs and Administration for production and sale of explosives, weapons and munition, as well as products and technologies of military and police use.

**Wojskowe Zakłady Uzbrojenia S.A.** has facility security clearance "TOP SECRET" and "NATO SECRET", which confirms the Company's capability to protect classified information against unauthorized disclosure in connection with performance of contracts or tasks.

**Wojskowe Zakłady Uzbrojenia S.A.** uses an integrated management systems compliant with ISO 9001, ISO 14001 and AQAP 2110, Foreign Trade Internal Control System and ISO 22000, which are applied in main activities of the Company in both, its headquarters and in branch office. Assumptions of integrated management systems are acknowledged and implemented at all organizational levels of the company, which is reflected in its procedures and instructions.

The internal regulations of **Wojskowe Zakłady Uzbrojenia S.A.** are specified in Articles of Association of **Wojskowe Zakłady Uzbrojenia S.A.**, the Company's organizational regulations, official instructions and orders.

The Code of Professional Conduct of Wojskowe Zakłady Uzbrojenia S.A. sets out the rules of conduct acknowledged and applied by the staff of Wojskowe Zakłady Uzbrojenia S.A. in performing their everyday duties.

### ***I. Righteousness***

1. During their work, the employees use procedures and instructions arising from generally applicable regulations and the Company's internal provisions.
2. The employees shall use the information obtained as a result of performed operations exclusively for official purposes and shall not forward it to any unauthorized parties.
3. The employees may use their authorities only for the purposes for which such authorities are provided.
4. The employees shall draw attention to due diligence for records, documents and letters issued by the Company and conformance with truth and internal regulations.
5. The employees shall refrain from any unreasonable and unequal treatment of people based on their nationality, sex, race, color, ethnic or social origin, genetic features, language, religion or belief, political or other opinion, membership of a national minority, property owned, birth, disability, age or sexual preference.

### ***II. Impartiality and independence***

1. The employees shall perform their duties honestly and conscientiously, using their knowledge and experience to the full extent.
2. The employees shall not participate in decision-making process, in which they or their close family member would have any interest.
3. The employees shall not use their position to achieve any personal material profits and shall avoid any situation which may suggest illegal activity.

### ***III. Politeness***

1. In their interaction with external clients or other institutions, parties and colleagues the employees shall behave in a competent and polite manner.
2. Business relationship shall be based on cooperation, comradeship, mutual respect, assistance and sharing experience and knowledge.
3. The employees shall be dressed in presentable, modest, and suitable clothes, fit for position held.

### ***IV. Joint responsibility***

1. The employees shall execute the official orders of their supervisors, unless such orders result in violation of law or other offense.
2. The employees' behavior in the workplace and beyond shall be suitable and their attitude shall not affect the authority, credibility and good reputation of Wojskowe Zakłady Uzbrojenia S.A.
3. If the employee is not competent in the particular case, such case shall be forwarded to an appropriate employee.

### ***V. Self-improvement***

1. The employees shall strive to increase their professional qualifications through participation in professional training.
2. The employees understand objectives of inspections and audits, accept them and shall take active part in achieving such objectives.

3. The employees shall present their comments and suggestions for improvement in works to their supervisors.
4. If the employee makes a mistake such fact shall be reported to the supervisor and the employee shall actively participate in the process of correcting the effects of such mistake.

**MANAGEMENT BOARD**  
of Wojskowe Zakłady Uzbrojenia S.A.

*Grudziądz, Date: 11 August 2015*

*Danuta STUCZYŃSKA*