



BALTA Supplier Code of Conduct

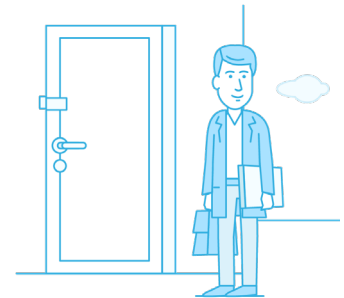
Joint-Stock Insurance Company BALTA (PZU Group) is the leader of the non-life insurance market in Latvia. Social responsibility is an important component of the corporate business strategy of BALTA. We expect our Suppliers to comply with the environmental, social, and governance (ESG) standards and principles that we use in our own business practices.

This BALTA Supplier Code of Conduct ('Code') is a set of rules that extends to all BALTA Suppliers. Compliance with the Code and upholding its values are important criteria for the assessment and qualification of potential Suppliers.

BALTA conducts its economic activities in line with the highest ethical standards, based on a value system of stability, integrity, responsibility, and innovation. This philosophy also includes the relationships that BALTA builds with its Suppliers who are its important business partners. We know that our activities have a significant effect on the economy, the social sphere and the environment. We want to conduct our business in line with the rules of transparency and prudence, selecting responsible Suppliers that share our values enshrined in this Code which ensures complete integrity for BALTA in all transactions.

Society

BALTA conducts its economic activities with respect for generally applicable provisions of law, safety and labour standards, health protection and respect for human rights, according to the Human Rights Policy of BALTA. In order to pursue this objective, BALTA observes these rules in its procurement policy, information protection procedures, occupational health and safety procedures. BALTA endeavours to shape the attitudes of its Suppliers in this regard and expects that they respect and will respect human rights, including: counteracting and will counteract discrimination in their economic activities.



Requirements to be met by the Suppliers

- The Supplier ensures that human rights are respected in its economic activities. Informs its employees of their rights, provides appropriate mechanisms for communication and reporting of possible human rights infringements within its operations.
- The Supplier does not tolerate any form of slave or forced labour. Observes applicable provisions of law concerning the prohibition of child labour.
- The Supplier ensures equal treatment in the workplace and does not engage in any discriminatory practices on the basis of age, gender, disability or race. It absolutely prohibits mobbing and other forms of harassment.
- The Supplier ensures a safe and ergonomic workplace for its employees. Ensures that employees are paid a fair remuneration for their work. Respects employees' right to freedom of association.
- The Supplier manages employees and the workplace responsibly. It ensures the development of its employees' competencies, takes care of the work-life balance of its employees) and defines its objectives in this respect.

Environment

BALTA takes measures to reduce its direct impact on the environment. It monitors its consumption of natural resources and takes action to reduce it. It also wants to be a promoter and partner of 'green' change among its Suppliers, clients and business and social partners. This is why we expect the Suppliers of BALTA to observe environmental and climate change protection rules.



Requirements to be met by the Suppliers

- The supplier seeks to recycle secondary raw materials and reduce the amount of waste produced. Responsibly manages unavoidable waste. Properly disposes of hazardous waste and monitors the environmental load of its activities.
- The Supplier makes rational use of natural resources. Minimises the consumption of electrical and thermal energy. Prefers the use of energy from renewable energy sources. Reduces water consumption and prevents water pollution.
- The Supplier monitors emissions of greenhouse gases, exhaust gases and dust. It takes measures to reduce them. Manages its fleet of vehicles wisely and selects vehicles with eco-friendly propulsion, lower capacity, fuel consumption and thus emissions. Sets reduction objectives and strives for climate neutrality.
- The Supplier is actively taking measures to protect the environment and restore biodiversity. It promotes such pro-environmental behaviour among its employees and contractors and conducts environmental education among them.

Governance

Corporate governance reflects the vision and values that guide BALTA on a daily basis. It also includes ensuring the security of personal data entrusted to BALTA by clients and business partners. We enforce the highest standards of personal data protection that apply to BALTA consistently. This applies in particular to the Suppliers to whom we entrust clients' personal data. These values set the standards in our day-to-day operations and support the strategic vision of the development of BALTA.



Requirements to be met by the Suppliers

- The Supplier applies the highest business standards in terms of the rules of fair and free competition and integrity, as well as reliability and credibility in its communications with the client.
- The Supplier protects and does not disclose confidential information obtained in the course of the cooperation.
- The Supplier respects the ownership of intellectual, personal and property rights. The Supplier observes provisions of law and regulations that arise from the specifics of its economic activities.
- The Supplier applies all guidelines and obligations imposed and arising from the GDPR and national regulations in the area of personal data protection.
- The Supplier observes the rules resulting from the anti-corruption standards, set out in BALTA.
- The Supplier avoids and prevents situations conducive to the occurrence of conflicts of interest, both in the process of applying for cooperation with BALTA and during its term and prevents them. The Supplier respects sanctions and embargoes.
- The Supplier ensures that its employees continuously improve themselves in terms of the applicable ethical business standards and provisions of law.
- The Supplier takes the utmost care to select such contractors who also meet these requirements. Furthermore, it educates its employees and enforces them to comply with the GDPR and national data protection regulations.

Monitoring and compliance

The Supplier must work actively to implement the requirements of this Code in its own operations and extend these requirements to its subcontractors.

BALTA or a third party representing it reserves the right to carry out checks to confirm that the Supplier complies with the requirements of this Code:

- BALTA expects the Supplier to provide support in the necessary checks, which includes providing various information upon request, such as data related to the scope and topics covered in this Code. The time, place and extent of these compliance checks are arranged on an individual basis.
- If BALTA finds that the Supplier breaches the requirements of this Code, the Supplier immediately takes corrective measures to correct the breach. The Supplier must implement such corrective measures within the time approved by BALTA, keeping BALTA informed of the progress of implementation. Failure to correct a breach within the time set is deemed a severe violation of the contract by the Supplier.
- In accordance with the termination clauses of the framework contract between BALTA and the Supplier, both its parties acknowledge that breaching the provisions of this Code constitutes a severe violation of the contract, entitling BALTA to cancel outstanding orders, suspend the submission of further orders, or unilaterally terminate the contract.

The liability of the Supplier begins but does not end with achieving compliance with the requirements of this Code. BALTA expects the Supplier to take measures to ensure that its own business partners comply with these requirements as well and to continuously develop its operations in line with the highest standards of responsible business practices.

Once signed, this Code becomes an integral part of the cooperation agreement concluded, as well as any future cooperation agreement between the Supplier and BALTA, and the Supplier undertakes to comply with all the requirements of this Code.

Company name:

Registration number:

Name, surname:

Position:

