# CODE OF CONDUCT GEIS CZ

At Geis CZ, we build on fairness, respect, and professionalism. Our code of ethics expresses our commitment to our employees, customers, and partners and sets out the principles that guide us every day.

### 1. Equal opportunities and fair treatment

- We guarantee equal conditions for all employees regardless of race or ethnic origin, gender, age, religion, nationality, sexual orientation, or political beliefs.
- Equal pay for equal work remuneration is assessed according to the complexity, responsibility, difficulty and results of the work.
- We support equal access to professional development and career advancement.

#### 2. Fair recruitment

- We do not discriminate against anyone in advertising, recruitment, or interviews.
- We respect legal limits regarding occupational safety.
- We support the return of employees from parental and maternity leave through a smooth returnto-work program.

## 3. Safe and respectful environment

- We do not tolerate any form of harassment, pressure, or psychological blackmail.
- We strive to create an environment based on cooperation, trust, and mutual respect.

#### 4. Approach to customers

- We always treat our customers in a helpful, polite, and professional manner.
- We listen to their needs and seek effective solutions.
- We never discuss internal matters in front of customers.

## 5. Responsibility and teamwork

- Each of us is personally responsible for the quality of our work and contributes to the continuous improvement of processes.
- Teamwork is the basis of our success.

#### 6. Compliance with rules

We respect laws, standards, internal procedures, and agreed business terms and conditions.

**Our commitment:** The Code of Conduct is not just a document – it is a daily practice that we confirm through our actions. Together, we create an environment in which it is a pleasure to work and collaborate.

