

# CODE OF ETHICS OF THE BORSODCHEM GROUP





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Approved by,

Jiansheng Ding Chairman & CEO

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# 1 PREFACE

#### Dear Colleagues,

If you find yourself in a situation of uncertainty when you cannot decide what the right way is to proceed, that is the time you turn to Code of Ethics, which includes the basic principles applicable to both corporate and individual behaviour within the BorsodChem Group.

BorsodChem Group of Companies thinks the ethical level of our community is equal important to our business performance and we always benchmark ourselves with the best ones. This is why we have elaborated the Code of Ethics on group level wherein guidance can be set to all.

Of course, the Code of Ethics does not regulate all of our actions but it does show guidance for each employee of the Group and intends to provide a basis for our corporate culture that we are dedicated to. We will investigate and consistently sanction any offences against the spirit of the Code of Ethics in the interest of our employees. We want our shareholders, business partners, competitors, customers, employees and the authorities to regard us as serious, the most trustworthy and reliable partners.

The rules defined in the Code are simple and easy to understand. Should anyone still have difficulties in a particular situation, he or she should apply the following principles based on common sense:

- . Do not put the company's reputation at risk in a direct or indirect way.
- Always consider the effects of your decisions on the level of the entire group and avoid actions which are non-beneficial from this perspective.
- . Do not do anything you know or think is illegal or unethical.
- Do not get involved in any transaction not having a real lawful business purpose.
- Do not use any company property for private purposes.
- Ask yourself whether the proposed transaction or business practice would pass the test of publicity if detected.
- Do not do anything that would force you to give your trustworthiness up.
- · If you are uncertain about something, ask for advice.



Jiansheng Ding Chairman & CEO

# 2 INTRODUCTION

The BorsodChem Group as one of the leading chemical companies in Central and Eastern Europe is dedicated to adhere and cause its employees to adhere at all times to the generally accepted ethical norms and rules of business in its operations. We have elaborated the Code of Ethics to support this ambition of ours. The enclosed policy is organised around 10 categories. Each of these contains such directives as are to be followed by everybody in the BorsodChem Group in their acts and activities:

- Relations within the company
- · Relationship with customers
- Relationship with suppliers and creditors
- · Relationship with competitors
- · Relationship with state and governmental agencies, the region and the society
- · Relationship to quality, safety and environmental protection
- · International relations
- Shareholder relations
- · Moral responsibility of managers
- Execution and sanctions

Any and all directors, officers and employees of BorsodChem have to comply with the spirit of this policy. A task expected of managers is also to demonstrate positive example in all aspects and communicate clearly the highest ethical norms laid down in the Code of Ethics, helping in this way their subordinates to comply with the key directives.

# 3 DEFINITION, PURPOSE AND SCOPE OF THE CODE OF ETHICS

### 3.1 Definition of Code of Ethics

The Code of Ethics is the collection of all human and professional norms of conducts accepted and expected by the BorsodChem Group that must be complied with by the private persons and business entities subjected thereto in their activities in respect of both their internal and external relationships.

# 3.2 The Purpose of the Code of Ethics

The purpose of the Code of Ethics is to maintain the organisational values and the high standard of work culture achieved in the operations of the BorsodChem Group and to ensure such consistent conduct of the employees as corresponds to the reputation and image of the group, enhancing by this the positive image formed of the group, the cohesion among the subjects of the Code of Ethics as well as responsibility for each other and the sense of security.

#### In order to realise all these goals the Code of Ethics lays down:

- the principles and requirements of the BorsodChem Group of companies in relation to the working morale,
- the general basic principles for the conduct of the subjects of the Code of Ethics,
- the norms to be applied during work in the internal and external relations.

## 3.3 Scope of the Code of Ethics

#### **Territorial Scope**

#### The Code of Ethics covers:

- the entire territory of the BorsodChem Group of Companies, including the registered seats, all sites and representation offices of the companies,
- all places outside of the territory of the group where those subjected to the Code of Ethics represent or act on behalf of the group.

#### Personal Scope

#### The subjects of the Code of Ethics:

- BorsodChem Zrt and all business companies owned by it to 100%,
- · all employees of the group,
- the physical persons and business entities acting on behalf of or representing the Companies based on their relationship with the group.

#### Time Scope

#### The Code of Ethics will enter into force as of: July 1, 2015

The time scope of the Code of Ethics covers the term of the employment or that of other relationship.

Upon the termination of employment or other relationship the BorsodChem Group and the persons/entities concerned may lay down in separate agreement the further application of the provisions set forth in the Code of Ethics.

# 4. RELATIONSHIPS WITHIN THE COMPANY

#### 4.1. Our core values

In the course of the daily work of BorsodChem Group's employees adherence to the core values defined by the company must be applied. These core values define our thinking, acts and represent our expected behavior. Our core values are briefly as follows:

#### · Capability of and willingness to change

Our measurement of our performance and conducts is based on our capabilities and willingness to change and our fully awareness of own responsibility to contribute to and support the continuous enhancement of competitiveness of BorsodChem Group.

#### · Being practiacal

We work on tasks which produce real value for the group based on priorities. We act and communicate objectively and honestly.

#### · Commitment of excellence

We set ourselves progressive goals that are characteristics of the best of the industry at an international level.

#### Customer orientation

We understand our partners' – both internal and external – needs and strive for satisfying them on the highest possible level on time. We aim at creating a long-term partnership based on mutual trust.

#### Performance orientation

We recognize and promote our colleagues who achieve excellent results, work with high efficiency and have outstanding capabilities. We distinguish between high and low performance as well as performers.

#### Team work

As team members we perform our work in open cooperation. We promote cross cultural and departmental communication, understanding and cooperation for the group's interests.

# 4.2 Respect of the Individual – the Basis for Human Relationships within the company

Employee relations, relations among the employees and the relationships between superiors and subordinates are based on the respect of the dignity of all human beings and that of human rights at the BorsodChem Group.

BorsodChem Group condemns and rejects any form of discrimination whether it is based on age, national or social affiliation, sex, sexual orientation, marital status, religion, disability, or any other aspect, which can serve as a basis for discrimination.

We apply the principle of equal treatment of employees during the hiring, employment, the termination of the employment as well. Employees held accountable potentially shall be treated in compliance with relevant legislation and with respect of human dignity.

BorsodChem Goup condemns and rejects all forms of child labor. BorsodChem Group does not employ children under the minimum age specified in the relevant legislation in any country where the group operates.

We also condemn and reject any form of forced labour. BorsodChem Group employs persons who are willing to work of their own free will at members of the group.

BorsodChem Group (including all residences, property provided by the group, whether it owns, leases or contracts the residences) shall not tolerate any appearance (e.g. gestures, oral and written communication, physical contact) of humiliation, intimidation, threats, defamation, mental or physical abuse and ill-treatment.

## 4.3 Co-operation with Employees

The role and weight of our fellow employees is determinant for the success of the BorsodChem Group. The BorsodChem Group creates conditions offering professional as well as personal perspectives and creating the condition of a high level and excellent performance. We count on all our motivated and qualified employees regarding change as an opportunity and desiring to develop for whom the BorsodChem Group assumes social responsibility and strives to increase their eligibility for employment.<sup>1</sup>

The group shall comply with applicable laws, collective bargaining agreements (where such is in place) on working hours and rest periods.

We respect the right of employees to the mandatory minimum wage and guaranteed minimum wage. We ensure that wages and supplementary wages meet the minimum legal requirements and comply with collective bargaining agreements (if such is in force at member of the group).

<sup>1</sup> Eligibility for employment is understood to mean such an ability of a person whereby he or she can further develop his or her expertise and capabilities so as to remain an active earner in the market.

# 4.4 Freedom of association & right to collective bargaining, co-operation with Trade Unions

BorsodChem Group respects the right of the personnel to join and organise trade union(s) of their choice and to bargain collectively on their behalf with the group. The group shall not interfere in any way with the establishment and functioning of workers' organisation(s) and provides the conditions necessary for their operation according to the legal requirements. The group ensures that union members are not subjected to discrimination, harassment, intimidation or retaliation for being union members.

The BorsodChem Group co-operates openly and in confidence with the Trade Unions, maintains constructive dialogue and strives to consult with them correctly on their interests.

### 4.5 Ethics of Communication

The management of the BorsodChem Group ensures the possibility for each of its employees to freely express their opinion without the risk of intimidation or sanctions.

Management describes clearly its objectives and intention, maintains effective communication and pays special attention to the preparation of its employees for changes within the company.

Each and every employee and entity is obligated to participate in such communication and provide factual information for the entire company. It is unacceptable from the aspect of ethics to withhold deliberately such information as may contribute to the improving of the quality of the company's performance.

## 4.6 Confidential Handling of Matters and Data Protection

All internal corporate affairs not disclosed to the public have to be treated confidentially. They include — among others — information on the organisation of the group and the development of the organisation, issues of manufacture, research and development and the data of internal reports. Any information acquired with regard to any party which have relation to or effect on BorsodChem's affairs and business is to be treated also confidentially and not to be shared with any other party. An employee's obligation regarding confidential handling of matters will exist even upon termination of his or her employment with the company.

The high level of progress in computer engineering creates new challenges also in the field of data protection. High level of protection is to be provided in respect of both the quality of data and the efficient protection against unauthorised access. Personal data are collected, processed, used explicitly for legitimate purposes and in compliance with the legal requirements. Relevant employees shall be informed in advance if such data is collected.

Solely legally purchased software shall be used on hardware which is owned, leased or rented by members of the group.

# 4.7 Protection of the reputation and assets of the company

Each employee of the BorsodChem Group is responsible for and shall protect in public the reputation of the company.

Each employee of the group is responsible for the protection of the intellectual property and the physical assets of the company. Any asset may primarily be used for the purpose of work and any other use shall be stated in the employment contract or approved by the line manager. Other special means of work must be used according to the relevant stipulations.

Employees of the group are not allowed to use corporate assets without permission. Use of corporate assets for own or third party purposes without express permission similarly to fraud is to be regarded as serious infringementwhich may result in the termination of employment.

# 4.8 Transparency

All transactions are to be recorded and documented according to the applicable Hungarian and international rules and laws. Besides independent third party audits, the Internal Audit also takes part at high level in tracking and checking these.

### 4.9 Conflict of Interest

Situation of opposite interest is where the interests of the BorsodChem Group differ from your personal interest or from those of your close relatives or business partners. Such situations are to be avoided as they may have an influence upon judgement even without us noticing it. Therefore it is important to avoid even the mere appearance of conflict of interest as it may give rise to the appearance of bias.

All conflicts of interest must be reported possibly before or on its occurrence at the latest to the Director Compliance & Internal Audit and the direct supervisor as well. The Compliance Committee considers and decides with a simple majority on the possible resolving of the conflict of interest. The Director Compliance & Internal Audit archives decisions with regard to the resolving of conflict of interest. The Director Compliance & Internal Audit shall manage the relevant information confidentially in compliance with the provisions of the respective applicable laws, particularly, but not exclusively, the protection of privacy.

The following situations are possible (but non-exclusive) cases of conflict of interest, which are to be avoided by everybody:

- Providing services privately or on behalf of a company wherein you have an interest to a client wherein the BorsodChem Group holds direct or indirect interest.
- Accepting any service privately or on behalf of a company wherein you have an interest which is provided by
  a supplier, client of BorsodChem Group and making decisions, proposals with regard to this supplier, client
  as employee of BorsodChem Group at the same time.

- Profiting personally from a business opportunity offered to the BorsodChem Group or using the assets and sources of the company for personal purposes.
- Accepting any personal advantage whether direct or indirect offered to us because we are the employees of the BorsodChem Group unless it is a socially acceptable gift or any other demonstration of hospitality.
- Acquiring interest in the enterprise of a supplier, client or competitor of the BorsodChem Group except for publicly traded shares.
- Establishing and maintaining employment relationship in a way which directly and effectively jeopardizes the group's reputation, its legitimate business interest or the purpose of the employment relationship maintained with the group or undertaking other work activity based on any other legal basis outside of the BorsodChem Group without prior written notification to the group, or neglecting the employer's call to reveal any employment or ownership relationship or delivering false information to such a call. The practice briefly is as follows:
  - The intention of establishing employment relationship or any other work relationship should be announced.
  - Such announcement should be addressed to the Vice President HR and Communications and the relevant Director or Vice President. Vice President HR makes decision considering BorsodChem Group's prevailing legitimate economic interests on the necessary measures to be introduced, depending on its discretion by involving the Compliance Committee jointly.
  - The necessary measures might include the prohibition of establishing such a relationship or the termination of already existing relationship.
  - Employees in managerial positions may establish employment relationship or any other work relationship with a consent jointly signed by relevant Director or Vice President and Vice President HR and Communications only (the following activities are exception to the general rule: scientific and educational activities, activity covered by copyright law).
- Executing with a close relative or organisation any transaction within the sphere of interest of the Borsod-Chem Group wherein you or a close relative of yours have an interest, high office or employment relationship.
- Employing a relative without prior authorisation.

Anyone having a question relating to the topic of conflict of interest should contact the Director Compliance & Internal Audit.

# 5. RELATIONSHIPS OUTSIDE OF THE COMPANY

## 5.1 Relationship with Customers

The pre-condition for successful and long term commercial relationship is the frank and correct treatment with customers and the satisfaction of their needs and interests. Behaviour with customers is to be discrete, free from exceptions, bias and discrimination. The employees of the company obligate themselves to use solely legal business practices and to regard as confidential all information received from customers.

BorsodChem shall provide actual, full, clear, reliable and comprehensible information on its products. The company shall not spread unfounded statements, shall not withhold facts or make exaggerations in its advertisements or other public presentations.

## 5.2 Relationship with Suppliers or Creditors

Relationship with suppliers or creditors is based on mutual trust and respect. All information connected with the relationship of the BorsodChem Group and its suppliers is to be regarded as confidential.

The company shall not misuse its market position and undertakes to ensure equal conditions for its commercial partners.

BorsodChem obligates itself to create safe working environment for its employees and commercial partners staying at the premises of the company and simultaneously the form obligates them to comply with any and all safety, environmental, security and ethical rules applicable in the company.

The company undertakes to adhere to all agreed conditions. In the event our company is not able to fulfil its mutually agreed obligations in an emergency, the company shall carry on negotiations as soon as possible with its commercial partner in order to find an alternative solution.

The BorsodChem Group shall provide authentic guarantees and reliable information for its creditors in respect of its economic situation and shall strive to use efficiently the credit received for business purposes.

## 5.3 Relationship with Competitors

The BorsodChem Group shall comply with the laws governing relationship with competitors and prohibits all unethical and illegal business practices.

#### It is forbidden to carry on negotiations with the competitors in respect of the following:

- · Prices, discounts, terms of sale.
- · Profit, margin, data about costs.
- · Market shares, selling territories or markets.
- · Allocation of customers or territories.
- Selection or rejection of customers or suppliers.
- Restriction of territories or markets where a company may sell its products.

The BorsodChem Group shall not attempt to obtain information on the business of its competitors in an unfair or unlawful manner (industrial espionage, bribery or other unfair practices).

The company shall not force anybody in any manner to use its products.

# 5.4 Relationship with State or Governmental Authorities, the Region and the Society

BorsodChem undertakes to demonstrate a behaviour expected of socially responsible legal entities with state and governmental agencies, local authorities, the region and the media and the entire society and shall provide them with reliable information on an ongoing basis.

The group shall comply with the laws and regulations – including regulations limiting corruption – that apply to its business and act solely in accordance with the applicable statutory regulations.

The company shall pay its taxes accurately and shall not commit tax fraud deliberately and shall ensure that all financial transactions are transparent, furthermore it shall comply the laws relating to money laundering.

In accordance with its approved internal norms, BorsodChem shall support the cultural, education, technical and infrastructural developments in the region.

#### In awarding donations the following rules shall be considered:

- Donations shall be transparent and explanation shall always be available for the reason of donation and how
  the aid will serve the objective to be achieved with it.
- Ostensible donations are not allowed (ostensible donations are some kind of allowances or donations looking like donation but in reality provided in exchange for some service).

The company undertakes to use its activities to spread the reputation of the region and the entire country.

No political activities of any kind whatsoever are permitted in the territory of the group and the company shall not grant direct or indirect financial contributions to any political party.

# 5.5 Quality, Safety, Environmental Protection

In order to enhance the confidence of its partners and to increase the competitiveness of its products, the BorsodChem Group applies an integrated quality, occupational health, safety and environmental management system. As integrated part of company management in the field of environmental protection and safety, BorsodChem has a complex approach to the health and safety of the partners, employees and citizens. In selecting technologies and processes the company shall give priority to efficient technological solutions in order to reduce damage to the environment and enhance the safety of the processes.

Company management is dedicated to and assumes responsibility for creating the conditions for safe work and reducing to minimum the risk of accidents and forming a safe and secure environment. Besides the activities of management, the key role in achieving these objectives is played by the safety conscious behaviour of employees. In accordance with its established safety policy, BorsodChem consistently strives to develop continually work safety, fire safety and environmental safety.

The BorsodChem Group carries on its environmental protection activities in accordance with the principles defined in its environmental protection policy. Accordingly, it continuously endeavours to repress environmental loads ensuring thereby that in its manufacturing activities the risks entailed by the use of the environment are kept at an acceptable level.

Environmental protection forms an important part of the development projects of the company. The company consciously endeavours already in the planning, preparatory and licensing stages to improve its environmental protection performance, laying emphasis on compliance with EU requirements.

### 5.6 International Relations

The BorsodChem Group responsibly conducts international trading and investment activities. In its foreign business activities the company shall always observe the statutory regulations applicable in the relevant partner countries and shall respect the traditions and culture of the particular country.

## 5.7 Shareholder Relations

In its activities, the BorsodChem Group shall always bear in mind the interests of the shareholders.

BorsodChem shall credibly, regularly and openly inform its shareholders of its business policy, the results achieved so far and the main directions of its future development work.

# 6. MORAL RESPONSIBILITY OF MANAGEMENT

The managers of the BorsodChem Group shall at all times serve as examples for the other employees of the company therefore it is important to highlight some of the requirements and expectations to be met by them:

- The managers of the BorsodChem Group shall fully comply with all the provisions of the Code of Ethics and avoid even the appearance of any conflict of interest.
- Each manager shall be responsible to require and ensure the comprehensiveness and correct content as
  well as the accuracy and timeliness of the information provided in the documents and reports disclosed by
  the BorsodChem Group in external and internal fora.
- In their work managers shall never falsify facts.
- Managers can be found to have falsified facts especially when
  - making deliberately false and misleading entries in financial reports and records
  - they permit it for others or give an instruction with such a meaning
  - failing to correct false, misleading financial reports or records
  - signing or allowing others to sign such a document as contains false, misleading information
  - giving misleading answer or not giving any answer to the specific questions of the auditors of the Borsod-Chem Group.
- The manager shall make sure that the BorsodChem Group complies with and respects all relevant statutory
  regulations applicable in the legislative area relevant to the business activities of BorsodChem, including
  regulations relating to accounting and controlling as well.
- Each manager shall inform the Director Compliance & Internal Audit promptly or make notification through
  the Ethics Line of any and all information brought to his or her knowledge in particular in connection with the
  following:
  - all cases of fraud irrespective of its severity or value limits (for further details please refer to the Anti-Fraud Policy of BorsodChem Group),
  - infringement upon any law or regulation relating to the BorsodChem Group and its operations if committed by any employee, consultant, contractual partner or agent of the BorsodChem Group,
  - reasonable suspicion of infringement or fraud also in case of unknown perpetrator,
  - any weakness or deficiency in the operations of the BorsodChem Group that detrimentally influences the company in recording, processing and booking its financial data, that is, in functioning transparently.

# 7. EXECUTION AND SANCTIONS

Compliance with the Code of Ethics is the obligation of all employees of the BorsodChem Group. In case of doubt the relevant senior manager and the Compliance Committee shall together decide whether an action is right and corresponds to the regulations and rules, or not.

It is the task of all employees and stakeholders to report on cases of breach of the Code of Ethics. The way of submitting and investigating the notices is determined in the Ethics Line Policy.

Deliberate misconduct, that is, the violation of the values and principles of the Code of Ethics is unacceptable, considered as violation of the obligations arising from employment and such violation will be prosecuted.

Prosecution shall be in accordance with the Labour Code, the Civil Code and the internal regulations of the BorsodChem Group. The measure or sanction applied is adjusted to the seriousness of the breach of obligation. If the culpable breach of obligations causes damage to the employer, employer may obligate the employee concerned to compensate the damages too.





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