



Licensed Authority for the Technical Surveillance of Facilities of Increased Danger
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“Center for testing, assessment and certification – Sofia” LTD

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CODE OF CONDUCT

Scope

This code of conduct is based on the company rules and values of CIOS Sofia Ltd. It aims to ensure that all staff of CIOS Sofia Ltd works and acts in accordance with these rules and principles. The code is designed to give a clear idea of the behavior of the company and its employees in carrying out all business activities. CIOS Sofia Ltd always strives to perform its activities legally, ethically and in a responsible manner towards customers and employees, and expects this to be observed by its suppliers. The universally recognized Universal Declaration of Human Rights (UDHR) and the International Labor Organization (ILO) Conventions have been used as a basis for the creation of this code.

The core values of CIOS Sofia Ltd, to which we all adhere in our daily work and in our life outside, are the following:

1. Communication

We build open, honest, ethical and genuine relationships with communication!

2. Respect

We strive to show a deep respect for human beings inside and outside our company!

3. Reliability

We deliver our very best in what we do, holding ourselves responsible for our performance in all of our decisions and actions!

4. Security

Our goal is to provide peace of mind and a sense of security, both in the present and in the future, for all our employees, customers and partners!

5. Strive for perfection

We aim for excellence in every piece of product we produce for each of our customers - no matter of the size of their company!

6. Sustainable Development

We strive to keep our development in line with social and environmental principles!

Legal basis

All business activities of the company must comply with national and international legal requirements relating to employment and services. Relevant anti-corruption rules and laws and the use of bribes as a means to achieve business goals must also be observed.

Discrimination

The company does not allow and tolerate any discrimination in any form. All employees are equal regardless of their gender, race, religion, age, marital status and other similar characteristics. A suitable working environment must be provided without any harassment.

Remuneration and working hours

The company guarantees a salary not lower than the legally defined minimum. The remuneration of the employees is formed on the basis of the applicable laws for the salary, as well as for overtime work and the regulated insurances. Compliance with the rules for the duration of working hours, as well as the maximum permitted working hours per week is guaranteed in accordance with the national laws. Employees are entitled to a minimum of one day off per week, except in emergencies, but for a limited period. The organization of work allows the appropriate breaks during work, necessary for the safety and health of employees.

Child and coercive labor

CIOS Sofia Ltd excludes the employment of persons under 18 years of age, except in cases permitted by law, but not for children under 16 years of age. All young employees must be protected from work whose nature would impede their education or their moral or intellectual development. In no way shall force or coercive labor in any form be used. Retention of identity documents at appointment is strictly prohibited.

Negotiating working conditions

CIOS Sofia Ltd respects the right and freedom of its employees to associate and elect their representatives, while ensuring that these employees will not be


subject to any discriminatory measures. The right of collective negotiations of working conditions is also recognized.

Occupational Safety

The company ensures the appropriate safe working conditions in accordance with applicable national laws. All workplaces, machines and processes do not endanger the health of employees. Introductory and periodic instructions are provided in connection with workplace safety. There is free access to first aid kits, drinking water, rest rooms, emergency exits, adequate lighting and firefighting equipment. Protection is provided for non-smokers.

Environment

All legally regulated procedures and standards related to environmental protection and waste management must be observed. The legally regulated limits for gas emissions and wastewater must not be violated. The company must maintain its awareness of the current environmental legal requirements related to the impact of its activities on the environment.

Manager:

/Marina Atanasova/