

## Description

AAH PLASTICS is committed to doing business responsibly, with integrity and honesty. . This commitment must be reflected in all aspects of our human rights business conduct. By AAH PLASTICS policy, you comply with all laws, rules and regulations governing human rights. Any violation of these policies will be considered a serious breach of work discipline and may result in disciplinary action and even termination of employment. This policy applies to all employees of AAH PLASTICS together with all suppliers of goods and services or any other persons/organizations acting on behalf of AAH PLASTICS or doing business with AAH PLASTICS.

## Statement

AAH PLASTICS expects human rights to be respected in all areas of our business and to be respected by our business partners as well. Our key principles include:

- AAH PLASTICS does not cooperate with any supplier or customer that has been confirmed to use slavery, human trafficking, child labor or other human rights violations.
- AAH PLASTICS does not tolerate forced labor or other involuntary work. AAH PLASTICS does not confiscate employees' personal documents or force employees to make any payment in order to secure employment or work with AAH PLASTICS.
- AAH PLASTICS does not employ anyone under the age of 16 (before completed compulsory school attendance).
- AAH PLASTICS strives to promote safe, inclusive and respectful working conditions.
- Recruitment and employment procedures of AAH PLASTICS, including payment of wages and benefits, are in accordance with applicable laws and regulations.
- AAH PLASTICS promotes diversity and equality and does not unfairly discriminate on any basis including but not limited to: race, caste, religion, colour, ancestry, marital status, sex, gender reassignment, gender, sexual orientation, pregnancy, maternity, age, nationality, ethnic origin, disability, or any other category protected by applicable legal regulations. Supply chain partners found to have violated human rights in their activities may be excluded from selection or cooperation.

## Working hours policy

### Purpose

The purpose of this policy is to establish clear guidelines regarding working hours, breaks, and overtime to ensure efficient operations while promoting a healthy work-life balance for all employees at AAH PLASTICS s.r.o.

### Working Hours and Their Distribution

1. Working hours refer to the time period during which an employee is available to the Employer, performs work, and fulfills obligations in accordance with the employment contract. The Employer records working hours through an electronic attendance system, with each employee assigned an electronic card.
2. Rest time is any period that is not considered working time.
3. A working shift is a portion of the established weekly working hours that the employee is required to work within 24 consecutive hours according to a predetermined shift schedule, including breaks during work.
4. Shift work is a method of organizing working hours where employees alternate with one another at the same workplace according to a specific schedule, working at different times over a certain period of days or weeks. This also applies in cases where there is simultaneous work performed by employees in consecutive shifts.

5. The employer determines the start and end of working hours and the scope of work shifts.
6. For employees with a uniform distribution of established working hours, flexible working hours may be applied based on the approval of the company's managing director and the plant manager if the nature of the work permits. This is usually agreed upon directly in the employee's employment contract or its amendment.
7. On individual working days within the flexible working period, the employee can choose the start and end of working hours within the time intervals specified by the employer. However, the employee is obliged to be present at the workplace and perform work daily during the core working hours, meaning the start of working hours is no later than 09:00 and the end of working hours is no earlier than 15:00, unless otherwise agreed in the employment contract or its amendment.
8. Flexible working hours do not apply if the employer sends the employee on a business trip. For this purpose, the employer will set a fixed start and end of the work shift.
10. For employees who work shifts in the Production department (37.5 hours/week, 12-hour shift), the start of the work shift is at 6:00 AM and 6:00 PM. Employees alternate on the day shift from 6:00 AM to 6:00 PM and on the night shift from 6:00 PM to 6:00 AM according to the following shift schedule - example:

	Týždeň 1							Týždeň 2							Týždeň 3							Týždeň 4						
	PO	UT	ST	ŠT	PI	SO	NE	PO	UT	ST	ŠT	PI	SO	NE	PO	UT	ST	ŠT	PI	SO	NE	PO	UT	ST	ŠT	PI	SO	NE
R (6:00-18:00)	A	C	B	A	C			B	A	C	B	A			C	B	A	C	B			A	C	B	A	C		
N (18:00-6:00)	B	A	C	B	A			C	B	A	C	B			A	C	B	A	C			B	A	C	B	A		

11. The assignment to work shifts A, B, and C is determined by the Production Manager.
12. For employees in other departments outside of production, the shift schedule is determined by their direct supervisor. Generally, employees working in a 12-hour shift, unless specified otherwise, will follow the calendar of the production department according to their assignment to shifts A, B, or C.
13. An employee may request an adjustment to their working hours in writing to their supervisor. The request must include the reasons for which the employee is asking for the adjustment. In making the adjustment to working hours and granting approval, the employer will consider the uninterrupted operation of the workplace.
14. Other matters related to the planning of working hours are governed by the relevant provisions of the Labor Code.

### Break for Rest and Meals

1. The employer shall provide employees in a 12-hour shift with a break for rest and meals lasting 45 minutes (0.75 hours). The employee shall allocate the break in the ratio of 30 minutes for lunch and the remaining 15 minutes according to personal needs during their work shift.
2. The employer shall provide employees in an 8-hour shift with a break for rest and meals lasting 30 minutes (0.5 hours).
3. Breaks for rest and meals shall not be provided immediately at the beginning or before the end of a shift, and they shall not be counted as working time.
4. Breaks for rest and meals are not counted as working time.

5. In accordance with Section 91, paragraph 3 of the Labor Code, the utilization of breaks shall be determined as follows:

**Employees in a 12-hour shift:**

- **Morning shift:**
  - 30-minute break - from 9:30 AM to 12:00 PM
  - 15-minute break - from 2:00 PM to 4:00 PM
- **Night shift:**
  - 30-minute break - from 9:30 PM to 12:00 AM
  - 15-minute break - from 2:00 AM to 4:00 AM

**Employees in an 8-hour shift:**

- From 11:00 AM to 2:00 PM

6. Other provisions related to planning breaks for meals and rest are governed by the relevant provisions of the Labor Code.

## The Right to Land, Forests, Water and Forced Eviction

From a human rights perspective, AAH PLASTICS' activities and their impact on land, forest, water and forced eviction rights are becoming key aspects of responsible business.

### Respect for the right to land

- **Right to property:** Everyone has the right to own and use land. The company must ensure that there is no illegal land grabbing from local residents. This includes transparent processes in land acquisition and compliance with local laws and regulations.
- **Community participation:** Communities should have the right to express their views on projects that could affect their land. Taking into account their views and concerns is essential for respect for human rights.

### The Right to Water

- **Access to clean water:** The right to water is recognized as a fundamental human right. The company ensures that its activities do not pollute water resources and that local communities have access to clean and safe water.
- **Sustainable water management:** AAH PLASTICS implements a sustainable water management policy, including monitoring and reducing water consumption and protecting aquatic ecosystems.

### Protecting Forests and Biodiversity

- **Responsible sourcing of raw materials:** If a company uses raw materials from forests (such as renewable plastic), it must ensure that these practices do not endanger local communities or biodiversity. This includes compliance with international conventions on the protection of forests.

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## Forced eviction

- **Ethical Aspects of Eviction:** If eviction occurs as a result of AAH PLASTICS projects, it is important to comply with international standards such as the Convention on the Rights of Indigenous Peoples, which requires informed consent and fair compensation.
- **Protection of vulnerable groups:** Particular attention should be paid to vulnerable groups, such as indigenous peoples, who may be most affected by economic activities and projects.

AAH PLASTICS' respect for human rights is crucial for sustainable development and social justice. The right to land, water and forests, as well as the need to prevent forced evictions, are essential aspects that must be taken into account when planning and implementing business activities. Responsible business that is guided by human rights standards can lead to positive relationships with communities and long-term business sustainability.

## The Use of Private or Public Security Forces

As a company focused on the production and supply of plastic products, AAH PLASTICS usually uses private and public security forces to secure an industrial facility, protect property and prevent crime.

### Use of Private Security Forces

- **Facility protection:** A private security company provides security services for the production plant
- **Monitoring:** The security service monitors and secures the building through cameras and other technologies
- **Protection against theft and vandalism:** Preventing theft and vandalism by using private security services (SBS)

### Use of Public Security Forces

- **Cooperation with the police:** AAH PLASTICS cooperates with public security forces in the event of incidents
- **Legal Standards and Regulations:** Public security forces are governed by laws and regulations that also apply to AAH PLASTICS, which affects the implementation of security measures.
- **Incident Handling:** In the event of a crisis or incident, public safety forces can intervene to ensure the safety of employees and property

Safety measures at AAH PLASTICS are important for the protection of assets and employees. The use of private and public security forces improves overall security and ensures that a potential threat is dealt with effectively.

## Report a problem

Anyone working with AAH PLASTICS is responsible for reporting suspected or actual human rights violations. If you become aware of activity or behavior that you suspect of human rights abuse, either within AAH PLASTICS operations or within the AAH PLASTICS supply chain, you have an obligation to report it.

If you want to report a concern (confidentially) or request further guidance on the application of the AAH PLASTICS policy in the area of human rights, please contact the responsible person via [podnety@ahplastics.sk](mailto:podnety@ahplastics.sk).

## Responsibility

All managers are responsible for implementing this policy and ensuring compliance with it.