

MOTOR JIKOV Group Employee's Code of Ethics

Preamble

To achieve MJG's primary objective of long-term prosperity, it is necessary that the public sees the corporation as a steady member of the region, having a good reputation with its business partners and employees, as well as the general public. The company's good name, viability and prosperity are fundament to bringing employment opportunities and fair remuneration to the company employees.

Basic Provisions

An employee shall perform his/her work in compliance with the Czech Republic Constitution and law, other legal regulations, as well as MJG's internal standards.

Employee's Attitude to Assignments

Each company employee shall:

1. Work on behalf of the Company in an honest, diligent manner, knowing that the company's success is the employee's success too, bringing positive impact on the employee's work conditions, certainties of life and perspectives. During working hours, every employee shall engage exclusively in performing his/her assignments, applying all efforts and capabilities, and approach his/her assignments creatively and initiatively, with all his/her invention. Within his/her competence, the company employee shall exert all efforts to finish entrusted tasks in a complete and precise way, at a high-quality level.
2. Abide by all internal standards and regulations, and fulfill his/her work duties, as well as fully abide by quality management requirements.
3. Seek out opportunities to improve the company processes, take part in implementing improvements, being aware that such efforts contribute towards the company's competitiveness.
4. Adhere to good housekeeping and orderliness principles, keep his/her work wear and footwear, as well as personal protective aids clean and functional, adhere to all labor and fire safety rules. Each employee shall strive to set and maintain pleasant work environment, keeping the workplace in good order and compliant with all general, labor, fire and environmental safety requirements, including the ban on any use or distribution of alcohol or drugs.
5. Take care to protect the environment and recycle.

6. Utilize work hours, entrusted assets in all forms effectively so as to avoid any incongruity and subsequent damage, economize on the company's means, materials and his/her fellow workers' time. The company assets shall only be used to achieve designated purposes and objectives, efficiently as far as practically achievable, protected from misuse, damage, loss, theft or destruction. Measures to make good any damage occurred or impending shall be done without any delay. No employee shall convey his/her job duties or problems onto other employees.
7. Adhere to all principles of good morals and decent conduct, clearly repudiating any theft of company assets, lies, deceit, abuse of powers, acceptance or giving of bribes, passive attitude to another employee's breach of the code of ethics.
8. Regard all other employees as his/her colleagues, regardless of their position, age, sex, political or religious beliefs, origin, sexual orientation or any handicap they may have.
9. Contribute towards an environment of efficient cooperation, trust and mutual respect, refraining from the use of any obscene, abusive or defamatory language, raised voice, swearing, menacing, gossiping or threatening with physical or other violence, when dealing with other employees. When interacting with other employees, each employee shall always act in a way that does not give rise to any feeling of sexual harassment.
10. In joint effort, each employee shall contribute towards an environment of cooperation, decent, considerate and helpful behavior, experience sharing and continuous self-improvement. Each employee shall engage in teamwork and inform his/her colleagues openly on all matters that might have influence over the quality and success of individual or collective efforts. Any job-related disputes between colleagues shall be resolved in a constructive, cultivated and open manner with the employee's direct supervisor and such supervisor's resolutions shall be honored.
11. In the course of work, each employee shall communicate clearly, unambiguously, refraining from any misrepresentation, distortion or withholding of information, while keeping confidential information undisclosed from unauthorized persons. Each employee is subject to an obligation of confidentiality in respect to the subject-matter of trade secret and company confidential information (all facts of commercial, production technical or other nature, associated with the company business, that are not readily available).
12. Guard the good standing of the company and is aware that customers judge MJG not only by the job done but also by its employees' attitude, personal conduct, appearance and manners. In order to provide for necessary needs of a customer (in particular to meet a designated deadline), the company employee is willing to work in excess of his/her common work hours, unless prevented from doing so by severe family or health reasons.

13. Advocate for the good name of the company.

14. Be committed to broadening his/her qualifications and skills, adhering to the principles of business ethics and rules of fair, open competition when competing to position the company in the market, and shall refrain from any conduct that might lead to breaching the rules of competition or legal regulations. Senior personnel shall apply equal approach to employees, with emphases given to value, high quality and job finished in time, keep in mind that well-prepared, qualified staff potential is of essence and allow employees to pursue further education on behalf of more efficient work, look after that all subordinates fully employ their expert knowledge and are included in the team.

In České Budějovice

Date: 1st December 2011

Miroslav Dvořák,
Chair, MJG Board of
Directors



MOTOR JIKOV Group a.s.

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