

United Nations Global Compact  
United Nations  
New York, NY 10017  
USA

17th January 2015

To whom it may concern

Four years ago ADDIT Sp. z o.o. decided to support the principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-corruption.

ADDIT Sp. z o.o. commit to the Global Compact is in line with our business principles and sustainability policy framework. We are committed to integrate sustainability in our business approach and consider these principles as basis for responsible contract manufacturers. In this fourth annual Communication on Progress (COP) Addit Sp. z o.o. communicates its actual initiatives and progress. We also commit to share this information with our stakeholders using our primary channels of communication, primarily the Addit Sp. z o.o. website: [www.addit.pl](http://www.addit.pl).

Sincerely yours,

Marian Klimek  
Managing Director

## **Human Rights**

### **Principle 1.**

ADDIT Sp. z o.o. respects human rights. Our Human Rights DECLARATION is communicated to all employees and associates of ADDIT Sp. z o.o.

### **Principle 2.**

In our strategy, Code of Conduct and work regulation the human rights are integrated and respected and guaranteed

## **Labour**

### **Principle 3.**

Our employees enjoy freedom of association through the establishment of trade unions and employee councils. Freedom of association is legally guaranteed in Poland. A Works Representative functions guarantee of respecting of human rights at ADDIT Sp. z o.o. and the Works Representative is elected in free, secret and direct elections. Our management consult all issue relating to the rights, duties and privileges of employees with the Works Representative.

External control from Government, A Works Representative functions in ADDIT Sp. z o.o. confirm a guarantee of respecting of human rights.

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### **Principle 4.**

Both Poland and ADDIT prohibit the use of forced labour. All employees of ADDIT Sp. z o.o. work in the company at their own volition and on the basis of bilateral contracts, where either party can terminate the relationship in accordance with the provisions of the Labour Code.

### **Principle 5.**

ADDIT Sp. z o.o. does not benefit from child labour nor does it cooperate with companies where there is a risk that child labour may be used.

### **Principle 6.**

Both the company's management and its employees are guided by the principle of counteracting discrimination based on race, age, sex, colour, sexual orientation, disability or national origin with respect to workers, managers, customers, suppliers or visitors to Addit Sp. z o.o.

## **Enviroment**

### **Principle 7.**

ADDIT Sp. z o.o. is concerned for the natural environment and strives to minimise the impact on the environment of its activities. We have held an ISO 14001 certificate since April, 2004, and continue to improve our Environmental Management System.

ADDIT Sp. z o.o. limits emissions to the air, ground and water by means of appropriate waste management and monitoring of waste generated and strives to minimize consumption of electricity, water and natural gas. At the beginning of 2015 we plan implement Zero Waste Emission. Program target is elimination waste at any part of our production process.

### **Principle 8.**

Through numerous training courses and promotion of environmental awareness ADDIT Sp. z o.o. is helping to promote and develop a pro-environmental attitude among its employees. In working with our suppliers we strive to promote environmentally friendly activities by monitoring legal requirements and motivating suppliers to implement an Environmental Management System.

### **Principle 9.**

ADDIT Sp. z o.o. optimises manufacturing processes to ensure they exert the least impact possible on the environment. We are supported by a professional external party, which advises on sustainable use of natural resource, energy use and (new) production technologies e.g. reducing energy consumption by new system for lighting, renewable energy for heating. When purchasing new technologies we are guided in our choice by their impact on the environment, e.g. the selection of a modern, environmental safe technology for wet painting, or buying energy-efficient machines for machining.

2014 was another year of investment in energy efficient machines. Once a year takes a place third party audit in base of ISO 14001.

## **Anti-corruption**

### **Principle 10.**

ADDIT Sp. z o.o. adheres strictly to the principle of a total ban on corruption. In 2013 we have included a separate enclosure *Ethics* in the Work Regulations to ensure restrictive adherence to this ban and a policy of categorical response to any form of bribery or extortion. In ADDIT Sp. z o.o. also condemns all forms of corruption in relation to third parties. From the beginning the company Addit Sp. z o.o. in Poland (until this publication) there were no reported incidents of corruption.