

# SIJ Group Operating Policy

SIJ Group Operating Policy follows the adopted SIJ Group Strategy, which sets out long-term orientations of SIJ Group operations, vision, mission, and values.

SIJ Group is committed to:

## Focusing on customers, management, environmental protection, health and safety at work, energy management

- Identifying and meeting customer requirements and expectations and increasing their satisfaction.
- Complying with legislation, SIJ Group corporate rules and SIJ Group Code of Ethics.
- Developing a sustainable organisational culture with a focus on leadership with clear authorisations and responsibilities and promoting sustainable development and a circular economy.
- Ensuring and continuously improving a certified management system compliant with relevant standards.
- Complying with and promoting human and labour rights of employees and good employment conditions. Complying with agreements made with employee representatives. We also encourage business partners to do both, through constructive cooperation, performance monitoring and appropriate contractual provisions.
- Providing the necessary resources and information to achieve objectives set by management.
- Managing on the basis of objectives set and continuously improving processes by taking advantage of opportunities, identifying and managing risks.
- Managing and reducing risks and hazards to health and safety at work, preventing work-related injuries and ill-health, and developing safe, healthy and creative working conditions, in consultation with, or with the appropriate involvement of, employees or their representatives. Providing periodic medical examinations and group premium health insurance for employees.
- Promoting the procurement of products and services that are energy efficient and comply with the latest safety and environmental standards.
- Promoting activities that support continuous improvements in energy, environmental and safety performance. Continuously preventing environment pollution, reducing noise, and preserving biodiversity.

### Employees

- Continuous training and development of employees' skills and raising their satisfaction.
- Freedom of association for workers and collective negotiations.
- Opposing the use of forced or compulsory labour, human trafficking, child labour and all forms of modern slavery.
- Complying with the principle of non-discrimination, creating an inclusive working environment and protecting the dignity of employees.
- Managing worker overload to ensure that work does not lead to overwork, reduced availability and performance, or ill health.

### Quality and development

- Continuous modernisation of production and technological equipment, information technology, promoting innovation and improving technological processes, product and service quality.
- Acting responsibly, reliably and impartially, and adhering to good professional practice.

### Social responsibility

- Transparent and inclusive dialogue, cooperation with stakeholders and respect for their legitimate demands.

### Sustainable procurement

- Encouraging all strategic raw material suppliers to operate sustainably and comply with the principles of SIJ Group Supplier Code of Conduct.

### Fight against corruption

- Complying with the prohibition on corruption and avoiding illegal business practices.

### Complaints system

- Taking measures to ensure compliance with this policy and establishing and maintaining a complaints system to deal with all types of complaints.

### Management and responsibility for delivering on this policy

Responsibility for delivering on this policy rests with the Chairman of SIJ Group Management Board. The Vice Presidents, Executive Directors and Directors of SIJ d.d. and the Directors of its subsidiaries are responsible for delivering properly on this policy. SIJ Group will regularly review this policy and the delivery thereof for appropriateness and effectiveness and will involve stakeholders in the dialogue.

### Applicability:

- For all employees of SIJ Acroni d.o.o., SIJ Metal Ravne d.o.o., SIJ Ravne Systems d.o.o., SIJ ZIP Center d.o.o., SIJ SUZ d.o.o., SIJ d.d., SIJ STORITVE d.o.o., NIRO Wenden GmbH and Griffon & Romano S.p.a., and for all other workers who work for these companies.
- For external employees who regularly provide services or participate in SIJ Group projects at the sites of these companies.

Ljubljana, 1 March 2023

Andrey Zubitskiy,  
President of the  
Management Board

