

ETHICS CODE

TAGHLEEF INDUSTRIES Kft.

REGISTERED OFFICE AT: TISZAÚJVÁROS, TVK IPARTELEP, GYÁRI ÚT
COMPANY REGISTRATION NUMBER : 05-09-016268





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INTRODUCTION

The history of Taghleef Industries Kft. (hereinafter „TAGHLEEF” or „Company”) started in the 1950s. The company laid down the foundations of plastic processing in 1966. The Plastic Factory was organised into a plastic processing profit centre and then into divisions in 1996. On 1st April 2000 the production unit formed into BIAFOL KFT. 100% owned by TVK.

The acquisition in May 2001 of the BIAFOL Kft., which became Radici film Hungary Kft., enabled the Radici Film Group to become the third largest European producer of bi-axially orientated polypropylene film.

Radici Film merged into the privately owned company Taghleef Industries, based in Dubai and belonging to the Al Ghurair Group. Both companies recognised the strategic opportunities that the unification of their markets and resources could provide their customers. Thanks to the integration, the company also consolidated on the international market.

With its 11 production units and 2.500 employees on 6 continents, Taghleef Industries has become one of the largest BOPP producers in the world, which concentrates its activities on the packaging industry, in particular the food industrial sector.

The Group, operating within the chemical sector and leader in the production and sale of plastic films - with particular focus on the food sector - is comprised of the following companies:

Taghleef Industries L.L.C., Parent Company with registered office in the United Arab Emirates (Dubai) and involved in the production and sale of plastic films;

Taghleef Industries GmbH, a Company with registered offices in Germany and involved in the sale of plastic films;

Taghleef Industries Kft., a Company with registered office in Hungary and involved in the production and sale of plastic films;

Taghleef Industries L.L.C., a Company with registered office in the United States of America and involved in the production and sale of plastic films;

Taghleef Industries S.A.E., a Company with registered office in Egypt and involved in the production and sale of plastic films;

Taghleef Industries S.A.O.G., a Company with registered office in Oman and involved in the production and sale of plastic films;

Shorko Australia Pty Ltd, a Company with registered office in Australia and involved in the production and sale of plastic films;

Taghleef Industries S.p.A., a Company with registered office in Italy (San Giorgio di Nogaro – UD) and involved in the production and sale of plastic films;

Taghleef Industries Asia Pacific, a Company with registered office in China and involved in the production and sale of plastic films;

Taghleef Industries LatAm Biofilm SA. : Company with registered offices in Colombia and in Mexico.



The purpose of this Ethics Code is that the included principles give instructions about how to address ethical problems. Values set out in this Code and related rules are valid for all employees, business partners and other contracted partners.

The Ethics Code can't give answers for all problems, it is only one component of supporting system related to ethical culture, in which there is an outstanding role in the example of leaders, who express their commitment – in their decision making and in their attitude – to our values.

We can meet the challenges of the competitive market surrounding us only if we submit, both at individual and corporate level, to the requirements arising out of assuming moral responsibility

We can preserve the goodwill and reputation of our Company only by displaying irreproachable conduct based on integrity, and full compliance with the applicable laws.

Due to the specificity of the products manufactured and the market to which they are sold the Company has considered it necessary to adopt - both in relation to internal relationships and in relations with third parties - a system of conduct rules drawn up such as to ensure at all levels of the organisation a strong ethical base and comprehensive compliance with law.

FIRST SECTION

I. GENERAL PROVISIONS

1.1 THE ADDRESSEES

The ethical principles and the conduct rules of the present Ethics Code concerns all actions, operations, relationships and transactions carried out in fulfilment of the various corporate activities.

The present Ethics Code binds all those who within the Company hold positions of representation, administrative or direction, or also de facto exercise management and control duties; all employees without exception are included; associates (including - for example purposes only - consultants, suppliers, intermediaries etc.) and all those with whom business relations are undertaken (hereafter the "Addressees").

The Addressees must comply with the provisions of the Ethics Code and actively contribute to their full observance. In particular the directors of the company must be fundamentally guided by the principles of the Ethics Code in establishing the objectives of the company, in proposing investments, in the implementation of projects and in every decision or action concerning the management of the Company. Similarly, senior managers and department heads in implementing the policies of the Companies must follow the same principles, both internally - therefore strengthening cohesion and common purpose - and with third parties with which the individual companies conduct business.

The Company is therefore committed to the proper circulation of the present Ethics Code, also through the use of appropriate informational and training instruments in relation to its content.

1.2 OBLIGATIONS OF EMPLOYEES AND ASSOCIATES

The employees are committed to be able to work in a working environment based on mutual trust and the respect of others. The Company prohibits violence and harassment against employees, contracted partners, suppliers and other stakeholders at all its workplaces.



Employees observe the provisions of the Ethics Code in carrying out their relative duties. In particular employees must:

- diligently observe the provisions of the Ethics Code, not indulging in any contrary conduct;
- report to the Direct Leader or one of Management members any information relating to possible violations of the present Ethics Code within the corporate environment;
- provide full co-operation in establishing possible and/or alleged violations of the present Ethics Code;
- inform third parties with whom business relations are undertaken of the provisions of the Ethics Code and request compliance.

Collaboration, fairness, honesty and reciprocal respect govern all relations between employees at any level and third parties in the course of any work-related activities.

Associates of the Company (including, for example purposes only, consultants, intermediaries etc.) and anyone undertaking business relations with the Company are required to respect the principles of the Ethics Code.

The Company commits also to ensure, also through the display on notice boards accessible to all personnel and publication on the corporate website, proper circulation of the Ethics Code and to appropriately, impartially and uniformly impose proportional penalties to proven violations, and in any case conforming with the provisions of employment contracts.

SECOND SECTION

2. ETHICAL PRINCIPLES OF THE COMPANY

2.1 ETHICAL PRINCIPLES

The Company shares, accepts and conforms to the ethical principles (hereafter also the "Company Principles") as stated below:

- lawfulness;
- equality and impartiality;
- transparency, correctness and professionalism;
- confidentiality;
- valuing of the individual and of human resources.



2.2 LAWFULNESS

The conduct of the Addressees must comply with the laws and regulations applicable in Hungary and in the other countries in which the Company operates

2.3 EQUALITY AND IMPARTIALITY

The Company protects and promotes respect for human dignity and ensures discrimination does not take place based on age, gender, sexual orientation, personal and social status, race, language, nationality, political and trade union opinions and religious belief. Therefore, discriminatory conduct is not tolerated.

In carrying out their duties the Addressees must act with impartiality, undertaking decisions with comprehensive professionalism and objectivity, based on subjective and neutral criteria.

The Company does not tolerate any form of forced, compulsory, slave or child labour whatsoever. All employees and contracted partners of the Company must be aware of these principles and apply them during their activities

2.4 TRANSPARENCY, CORRECTNESS AND PROFESSIONALISM

All actions, operations, negotiations, and in general the conduct of Addressees must be governed by maximum transparency and correctness. In undertaking their duties the Addressees must provide transparent, true, complete and accurate information.

The carrying out of company duties requires professionalism, commitment and diligence in line with the relative duties and the responsibility afforded.

2.5 CONFIDENTIALITY

Confidentiality must be central to all conduct. Strict confidentiality of information must be observed in line with the Privacy legislation in force.

The requirement for confidentiality extends, in addition to information concerning the Company, also to that concerning customers, suppliers or other business partners.

Employees or associates may not gain any type of advantage, direct or indirect, personal or material, from the use of confidential information. Communications to third parties of information must be carried out exclusively by authorised persons, and in any case in compliance with company provisions. In the communication to third parties of information, permitted in line with the office held or for professional reasons, the confidential nature of the information must be expressly declared and observation of such confidentiality requested in turn from third parties.

In relation to access to electronic-based information protected by passwords, such information may be known only by assigned parties who are held not to divulge such information and also to protect it.



2.6 VALUING OF THE INDIVIDUAL AND OF HUMAN RESOURCES

Human resources are indispensable to the growth and development of the Company.

In order to enhance the capacity and the abilities of the individual, proper employee evaluation criteria have been adopted and equal opportunity is guaranteed to all. As a result, the management of human resources ensures the improvement and growth of the capacity of the individual.

The workplace organisation is structured to avoid the occurrence of oppressive situations and/or psychological violence. Workplace conditions which guarantee support for the completion of duties in a conducive climate of collaboration and respect are guaranteed.

THIRD SECTION

3. CONDUCT RULES

3.1 CONTROL SYSTEM

The control system is a fundamental instrument in managing and controlling corporate activities. Therefore the Company promotes at all company levels a culture of control, based on the importance of the internal control systems and compliance with applicable regulations in the carrying out of activities.

Internal controls concern all necessary or useful instruments to address, manage or control activities, with the objective to guarantee compliance with laws and company procedures, protecting the company's assets and managing activities in an efficient manner and ensuring accurate and complete provision of accounting and financial data.

All employees, within their assigned duties, are responsible for the drawing up and the correct functioning of the control system through line controls, comprising the totality of the control activities which the individual operational units carry out upon their processes.

3.2 CORPORATE INFORMATION

Each action, operation or transaction must be correctly recorded in the company accounting system according to the criteria established by legislation and the applicable accounting standards and must be properly authorised, verifiable, legitimate, compatible and correct.

To ensure that the accounting activities comply with the requirements for truthfulness, completeness and transparency of the recorded data, sufficient and complete support documentation of the activity carried out must be kept for each operation such as to enable:

accurate accounting records;

the immediate identification of the characteristics and motivations underlying the operation;

easy understanding of the facts and of the chronology of the operation;

verification of the decision making, authorisation and implementation process, as well as the identification of the various levels of responsibility.

Each employee ensures, to the extent of their respective role, that all facts relating to the management of the Company are correctly and in a timely manner registered in the accounting records. All accounting records must precisely reflect the supporting documentation. Therefore it is the responsibility of our employees to ensure that all documentation may easily be referred to and are compiled according to logical criteria.



The circulation of information within the Company for the purposes of the preparation of financial statements and in order to guarantee clear and true representation of the economic, equity and financial situation of the Company, must conform with the principles of truthfulness, completeness and transparency, with respect to the independence of the Company and the specific areas of activity.

3.3 PREVENTION OF CONFLICTS OF INTEREST

As the employee of the Company, there are certain situations of conflict of interests that you must completely avoid or, in other cases, you must seek prior permission from your manager practicing employer's rights, while in further cases you must notify the manager practicing employer's rights.

In carrying out their activities the Addressees must avoid situations in which the parties involved in transactions are, or may appear to be, in conflict of interest.

A conflict of interest involves a situation in which the Addressee pursues an interest other than the corporate mission or acts in a manner which may interfere with his/her ability to make decisions exclusively in the interest of the Company, or through which he/she may personally gain advantage from business opportunities presented to the Company.

For example purposes only and non exhaustive, conflict of interests may occur in the following situations:

ownership, even indirect, of investments or the undertaking of economic-financial interests in companies who act as suppliers, customers or competition to the Company;

undertaking of offices or any type of working activities with suppliers.

The Addressees must abstain from activities contrary to the interest of the Company, understanding that pursuing such interests violates the principles of the present Ethics Code.

In the case of conflict of interest, the Addressee informs without delay the relevant company body, thereafter complying with the decisions undertaken by the board in relation to the issue.

3.4 PREVENTION OF MONEY LAUNDERING

The Addressees, in relation to their roles within the Company, must not under any circumstance involve themselves in events or circumstances relating to the laundering of money deriving from criminal activity or receiving any goods or other benefits from illegal activities.

The Addressee is also held to verify prior to undertaking any business relationships the available information on commercial counterparties, suppliers, partners, associates and consultants in order to be assured of their relative good standing before undertaking business transactions.

All regulations and provisions, both domestic and international, in relation to anti-money laundering must be complied with.

3.5 HEALTH PROTECTION, WORKPLACE SAFETY, ENVIRONMENTAL PROTECTION, PROPERTY PROTECTION

In harmony with our commitment to sustainable development, we manage the health, safety and environmental (HSE) issues systematically so that we can continuously improve our performance in these areas.

By creating safe working conditions and continuously developing our environmental performance, we reduce the health, safety and environmental risks arising from our activities.



Workplace conditions such as to guarantee respect for the dignity of the individual and workplace security and health are guaranteed in accordance with the applicable workplace injury regulation.

The establishment of a culture of security and awareness of workplace risks is promoted, requiring all - at every level - to ensure responsible and respectful behaviour in relation to the security system adopted and the relative company procedures. Employees, associates and all others – at all levels – accept the structures of the Company and are required to personally ensure the maintenance of workplace security.

The Company complies with the following principles:

- implementation of safe procedures ensuring the protection of the health of employees and of the community in which the company activities are carried out;
- the training and provision of information to all those who carry out working activities on the risks to which they are exposed, ensuring the means of individual protection considered appropriate in relation to the relative risk profile;
- the monitoring on an ongoing basis of the efficiency of the security risk control system, with a view to continuous improvement.

With particular focus on employees, clients and the collective community, the Company has introduced a management system which integrates the aspects of Hygiene, Health and Security, Quality and the Environment and Energy.

The commitment of the company focuses on the following conduct:

- The development and improvement of the reliability of the products and services with cutting edge technological content, in compliance with hygiene regulations and the principles of environmental protection;
- The updating of the integrated management system, making it available to those involved in its observance and development, with a view to continuous improvement;
- To encourage and support the focus and centrality given to Hygiene, Health and Security, Quality and the Environmental aspects by each employee as an important organisational value;
- The prevention of any possible environmental pollution, particularly in relation to the specific geographical area in which the Company operates;
- To ensure that responsibility in relation to the management systems is understood at every level of the organisational structure.

3.6 PROTECTION OF COMPETITION

On the basis that healthy and fair competition contributes to the most complete fulfilment of the company mission the Company complies with the applicable competition regulations in the countries in which it operates and does not put in place and/or award behaviour which encourages unfair competition.



FOURTH SECTION

4. RELATIONS WITH THIRD PARTIES

4.1 RELATIONS WITH THE PUBLIC ADMINISTRATION

The Company commits itself to relate to the state, the governmental and local authorities, the region and the society as a responsible organisation.

The Addressees may not give or promise gifts, money, benefits and/or any other advantages, either personal or non personal, as part of the activities carried out for the Company, such as to influence an impartial third party, even if such action only creates the suspicion of acting in one's own interest, with the exception of gifts considered to be in the normal course of courtesy or commercial practice.

Any gift of a modest value or acts of courtesy or hospitality which however do not compromise the integrity or reputation of one of the parties must be authorised beforehand nevertheless and in every such case.

Transactions with national, EU or international Public Administrations and Institutions, in addition to relations with public officials or those appointed by the public service, must always be guided by the most stringent compliance with the applicable legal provisions, the principles of transparency, honesty and correctness, as well with the relevant procedures in place.

The undertaking of dealings with members of the Public Administration is exclusively reserved to those delegated and authorised department heads. In dealings with the Public Administration, the Addressees must not improperly influence the decisions of the administrations concerned, in particular the officials who handle or decide upon the matters at hand.

The Addressees, in carrying out their duties on behalf of the Company, must not accept or receive donations or gifts exceeding that considered as customary in the course of business. They must not in any case receive or accept money or other goods which may be easily converted into money.

4.2 RELATIONS WITH CLIENTS

The Company's business activity and conduct centres on delivering quality - concerning not only the product but also the attention paid to the needs of the client, to utmost professionalism, to providing and serving in a timely manner the demands of the customer and to an exacting analysis of complaints to ensure the comprehensive satisfaction of our clients.

In client relationships the Addressees must adopt a correct and clear conduct of business, favouring wherever possible the written form in order to avoid disputes concerning the precise content of the commercial dealings at issue.

4.3 RELATIONS WITH SUPPLIERS

Relations with suppliers are managed with honesty, correctness, professionalism, encouraging ongoing collaborations and solid trusting long-term relationships.



The selection of suppliers and the establishment of the conditions for the purchase of goods and services is undertaken based on objective and impartial evaluations, based upon the combination of quality, price and the guarantees provided.

In particular personnel must refer to the following principles:

- the criteria of true competition, fairness, competence, value, transparency, correctness and professionalism in the choice of suppliers/professionals and in the management of relations with such parties;
- we must make efforts to cooperate with such suppliers that comply with the ethical expectations prescribed both in the laws and this Code of Ethics of the Company;
- the principle of equity in the issue of all remuneration and/or sums paid for supplies/professional appointments, based on objective and impartial evaluations as well as the traceability of documentation relating to offers;
- impartiality in the selection of suppliers/professional services and in the establishment of the conditions for the purchase of goods and services, undertaken based on objective evaluations,
- based upon the combination of quality, also in terms of service, price and the guarantees provided;

the non use of "reciprocal" type dealings with suppliers: the goods/services that the Company sources are chosen and purchased exclusively based on their value in terms of price/quality.

The undertaking of commitments and the management of relations with suppliers, current and potential, must comply with the conflict of interest directives. Any negotiations with a supplier, current or potential, must exclusively regard the goods or services traded with the supplier.

The employees entrusted with the purchase of goods and services must not be subjected to any form of pressure by suppliers, for the donation of materials, products and/or monetary sums in favour of charities or similar organisations.

4.4 RELATIONS WITH POLITICAL, TRADE UNION AND SOCIAL ORGANISATIONS

The Company contributes to the well being and the growth of the community in which it operates, employing dialogue with the local communities, the public institutions representing them and the trade union associations and other types of organisations.

Relations with political parties or their representatives are subject to the most stringent compliance with applicable regulations and company directives.

It is prohibited to undertake relations with organisations, associations or movements which pursue, directly or indirectly, criminal aims, or those however prohibited by law.



FIFTH SECTION

5. WHISTLE BLOWING POLICY

5.1 PREFACE

Any actual or potential violation of this Ethics Code and various related policies howsoever insignificant or perceived as such, would be a matter of serious concern for the Company. The role of employees in pointing out such violations of the Code cannot be undermined. Accordingly, this Whistleblower Policy ("the Policy") has been formulated with a view to provide a mechanism for employees of the Company to raise concerns on any violations of legal or regulatory requirements, incorrect or misrepresentation of any financial statements and reports, any wrong doing of employees, customers, contractors, suppliers etc.

This policy has been established to ensure that all cases of suspected wrongdoing are reported and managed in a timely and appropriate manner.

5.2 OBJECTIVES

The objective of the policy is to:

- Ensure all employees feel supported in speaking up in confidence and reporting matters they suspect may involve anything improper, unethical or inappropriate;
- Encourage all improper, unethical or inappropriate behavior to be identified and challenged at all levels of the organization
- Provide clear procedure for the reporting of such matters
- Manage all disclosures in a timely, consistent and professional manner and
- Provide assurance that all disclosures will be taken seriously, treated as confidential and managed without fear of retaliation



When should the employee speak up?

Whistleblowing means a disclosure of information made by an employee or contractor, an external person or body where they reasonably believe that one or more of the following matters is happening now, took place in the past or is likely to happen in the future. Following are few examples:

- A criminal offence
- Fraud
- A failure to comply with a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Sexual harassment
- Conflicts of interest
- Damage to the environment
- A deliberate concealment of information tending to show any of the above
- Improper conduct or unethical behavior
- Financial malpractice

5.3 EXECUTION

Whistleblowers

The Whistleblowers of this policy are:

- a) the members of the company boards, employees;
- b) the customers, suppliers, partners, consultants and shareholders (the "Third Parties").

Who should the Whistleblower contact?

Direct superior
HR Manager
Unit Head
Whistleblowing officer

Or if the whistleblower feels uncomfortable in approaching the above people directly, the whistleblowing officer can be directly contacted through whistleofficer@ti-films.com. OR can put his/her observations in the suggestion box kept at various places within the factory premises.

Whistleblowing committee

A whistleblowing committee is established comprising of the following functions:

Unit head, whistleblowing officer, unit HR Manager, Group HR Manager and Group Internal Auditor. It is the responsibility of the whistleblowing committee for protecting a whistleblower from being victimized as a result of providing/making an information/reporting.



Confidentiality

Taghleef encourages Whistleblowers to promptly report possible unlawful conduct or irregularities and in doing so, Taghleef guarantees the confidentiality of the reported unlawful conduct and the information it contains, as well as the anonymity of the Whistleblower or sender, even if the information is subsequently proven to be incorrect or unfounded.

Any kind of threat, retaliation, penalty or discrimination against the Whistleblower or the Reported Party – or anyone who has participated in the investigation into the validity of the information – will not be tolerated.

Taghleef reserves the right to take the appropriate actions against anyone who retaliates or threatens to retaliate against Whistleblowers who have submitted an information in accordance with this Policy, without prejudice to the right of the affected parties to seek legal protection if the Whistleblower is found to be criminally or civilly liable for falsehoods in their statements or reports.

It is understood that Taghleef may take appropriate disciplinary and/or legal measures to protect its rights, assets and reputation against anyone who, in bad faith, has made false, unfounded or opportunistic information and/or has made an information for the sole purpose of defaming, slandering, or causing damage to the Reported Party or to other parties mentioned in the information.

Protection

Anyone who reports any concern under this policy in good faith will be protected from any type of intimidation.

Disciplinary action

If during the course of the investigation it is discovered that the matter has not been reported in good faith, this will be subject to investigation under the company's disciplinary procedure.

Investigating & Reporting

To ensure protection of the individuals involved and those suspected of the alleged wrong-doing, the whistle blowing committee will initially evaluate whether an investigation is appropriate. If urgent action is required, this will be taken before any investigation is conducted. If an investigation is appropriate, the committee will appoint an investigating authority to do proper investigation and reporting covering:

Quantification of losses

Strategy for recovery

A summary of the resources taken to complete the work

Actions taken to prevent and detect similar incidents

Recommendations – if any – to reduce the risk of recurrence

The Internal Auditor/Whistleblowing officer will do a follow up report to ensure that recommendations have been implemented. Periodically the whistleblowing officer will submit a summary report to GCFO & GCEO about the overall control compliance and compliance to the Ethical policies & procedures.



5.4 Data Protection

According to the Hungarian Act CLXV of 2013 on Complaints and Public Interest Disclosures, Taghleef as a data controller manages only the necessary data of the Whistleblowers and Reported Party for the sole purpose to investigate the Whistleblower report. Data shall be handled only by the members of the Whistleblowing committee. Data which are not needed for the investigation of whistleblower reports act shall be deleted immediately from the whistleblowing system.

In the event that any action is taken on the basis of the investigation, including action due to legal proceedings or disciplinary action launched against the Whistleblower, the data relating to the whistleblower report may be processed in the whistleblowing system until the closure of the proceedings launched on the basis of the whistleblower report becomes final.

If the investigation reveals that the whistleblower report is unfounded or that no further action is necessary, the data relating to the whistleblower report shall be deleted within 60 days after the end of the investigation.

In the process of the investigation, Taghleef shall forward the necessary information to the lawyer for the protection of whistleblowers and to the outside body involved in the investigation of the report, provided that the outside body is entitled to process such data pursuant to the law, or Whistleblower has given explicit consent to the transfer of his or her data.

Taghleef draws the attention of the Whistleblowers that according to the above-mentioned Act, in cases where it becomes clear that a whistleblower has disclosed untrue information of crucial importance in bad faith, and

- a) it gives rise to an indication that a crime or an offence has been committed, the personal data of the the whistleblower shall be disclosed to the body or person entitled to carry out proceedings;
- b) there is good reason to consider it likely that the complainer or the whistleblower caused unlawful damage or other harm to the rights of others, his or her data shall be disclosed upon the request of the body or person entitled to initiate or carry out proceedings.

The transfer of data processed under this whistleblowing system to a company in a third country or international organization shall take place only upon a legal commitment by the recipient of the transfer to comply with the rules set forth in the Act.

The Reported Party shall be fully informed, at the commencement of the investigation, of the report, of his or her rights with regard to the protection of his or her personal data, and of the rules governing the processing of his or her data.

Taghleef complies with EU and national rules on data protection.

5.5 REVIEW AND CHANGES

The Whistleblower committee along with Unit Business Heads will review the policy annually or as and when demanded by internal/external requirement.



SIXTH SECTION

6. Cybersecurity

6.1 Details

Employees as well as external users are responsible for the Information security, in particular Cybersecurity for safeguarding the confidentiality and integrity of the Taghleef information and assets.

The below actions (Do's and Don'ts) should be complied while using the Information communication technology environment of Taghleef.

6.2. Do's

- Should Use passwords that are not common for a hacker to guess and try to log into your systems. Always, use different passwords for different accounts. If one password gets hacked, your other accounts are not compromised.
- Should keep your passwords or passphrases confidential and cannot be shared with anyone at any point in time.
- Should pay attention to caution & phishing traps, links in email and watch for telltale signs of a scam. Especially when the caution in email reads it is an external email, If you receive a suspicious email, the recommended action is forward to IT, delete the message, and report to IT department /IT Helpdesk support and to the supervisor as relevant immediately to avoid further damage.
- Should destroy information that are on hard copies and that are no longer needed. Use the designated confidential destruction bins throughout the office or use a crosscut shredder for shredding the confidential documents. For all electronic storage media, please do consult with IT.
- Before procuring the s/w, application or tool, should contact IT to verify, approve if the s/w or application or tool is safe and secured to be used in TI's IT environment.
- Should be sensitive of your surroundings when printing, copying, faxing or discussing confidential information. Should pick up printed documents from printers, copiers or faxes without letting them lie on the printer, copier or fax machines.
- Ensure to lock your computer and mobile phone when not in use. This protects the data from unauthorized access and use.
- Please do remember that wireless is inherently insecure. Should avoid using public Wi-Fi hotspots for Taghleef assets. When you must, use agency provided virtual private network software to protect the Taghleef data and the device. If in doubt, please reach out to your respective IT resources.
- Should report all suspicious activity and cyber incidents to your Manager, IT department and other department as relevant.
- Should keep all areas containing sensitive information physically secured and allow access by authorized individuals only. Part of your job is making sure TI's data to be properly safeguarded, and is not damaged, lost or stolen.
- Social media access should be avoided in general but if your job role need an access to the social media sites then you should use privacy settings on social media sites to restrict access to your personal information as well as official information.

6.3 DON'T

- Should not share the password with others or write them down. You are responsible and accountable for all activities associated with your credentials and will be held accountable in case of an incident related to your computers and phones
- Should not open mail or attachments from an untrusted source.



- Should not leave sensitive information lying around the office.
- Should not leave printouts or portable media containing private information on your desk. Lock them in a drawer to reduce the risk of unauthorized disclosure.
- Should not post any private or Taghleef sensitive information, such as credit card numbers, passwords or other private information, on public sites, including social media sites, and send it through email unless authorized to do so.
- Should not click on links from an unknown or untrusted source, do not ignore the caution in the email. Cyber attackers often use them to trick you into visiting malicious sites and downloading malware that can be used to steal data and damage networks.
- Should not be tricked into giving away confidential information. It's easy for an unauthorized person to call and pretend to be an employee or business partner. Don't respond to phone calls or emails requesting confidential data.
- Should not try to procure or install unauthorized programs on your work computer without verification and approval from IT. Malicious applications often pose as legitimate software.
- Should not plug in portable devices without permission of your Manager & verification of the device by IT department. These devices may be compromised with code just waiting to launch as soon as you plug them into a computer.
- Should not leave devices unattended. Keep all mobile devices, such as laptops and cell phones physically secured. If a device is lost or stolen, report it immediately to the IT support, your manager and other department as relevant.
- Should not leave wireless or Bluetooth turned on when not in use. Only do so when planning to use and only in a safe environment.
- Should not use official assets for personal purpose

The Ti/Taghleef Information Technology team is dedicated to protecting Ti privacy; safeguarding Ti's information assets, data and infrastructure; identifying and mitigating vulnerabilities; detecting, responding and recovering from cyber incidents; and promoting cyber awareness.

Remember - cyber security is everyone's responsibility

7. FINAL PROVISIONS

7.1 SANCTIONS

Compliance with the principles of the present Ethics Code forms part of the contractual obligations undertaken by associates, consultants and other parties with whom business dealings are undertaken. Consequently, any violation of the provisions contained herein may constitute the non fulfilment of the contractual obligations undertaken with all consequent legal implications in relation to the advanced settlement of the contract and the position conferred and the relative compensation for damages.

Tiszaújváros, March 30, 2021.

Manfred Hohmann
Managing Director