

CODE OF ETHICS

for the employees and business partners of Kornblit & Partners sp. z o.o.

I. The Mission of Kornblit & Partners

We are a Polish company specialising in recruitment and HR projects. We provide services to our clients since 1999. We are one of the most recognisable executive search companies in Poland. Our mission is to effectively support our clients in people management-related processes. Our goal is to implement our strategy and achieve business success by operating responsibly in accordance with fair trade principles, and adhering to ethical standards.

II. Our values

We operate based on transparency standards, and following the applicable legislation. As a recruitment company, we uphold the highest working quality standards, and set clear terms of cooperation with our clients and partners. We are guided by professional ethics based on the three values: respect, reliability, and professionalism.

1. Respect

We base our actions on mutual trust and respect. We give that to both sides of the recruitment process. We show our clients our commitment to the project, and we guarantee that the offers are presented to selected candidates under the highest degree of discretion. We provide all our candidates with an objective assessment of their competencies and experience, which helps them make optimal decisions about their further career development. We build long-term relationships with our clients and candidates on partnership, transparency, and honest dialogue.

2. Reliability

In the recruitment processes, we make choices based on the candidate's competencies and potential. We are impartial, objective, and fair. During the candidate selection process, we do not allow any form of discrimination, be it on the basis of age, sex, gender ethnic, national or social origin, sexual orientation, or disability. We ensure full confidentiality of

Kornblit & Partners Sp. z o.o.

ul. Grzybowska 2 lok. 81, 00-131 Warszawa

+(48) 605 046 343

search@kornblit.pl

www.search.com.pl

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information gathered from the candidates, and the clients. We undertake to make all the necessary arrangements to perform the tasks entrusted to us diligently and in a timely fashion.

3. Professionalism

We approach every assignment individually. When we design the candidate search process, we focus on the position's characteristics, and the current market situation to respond to the clients' requirements, thereby offering solutions tailored to their needs. Our work is timely and of the highest quality. Our employees are constantly developing and training, which enables us to continually expand the scope of our services, improve our processes, and effectively help our clients in the most demanding recruitment challenges.

III. Code of Ethics

We strongly believe that, by working based on the above values, we can successfully implement our strategy and build long-term relationships with stakeholders.

This Code reflects the commitment of Kornblit & Partners to operating fairly, and responsibly achieving the company's objectives while maintaining the highest ethical standards. The Code expresses our expectations for ethical behaviour and clear terms of cooperation towards our employees and business partners.

This document describes in detail our principles in three areas: the employees and the organisational culture; transparent business management; social responsibility.

1. The Employees and the Organisational Culture

Anti-discrimination policy

We do not tolerate discrimination or mobbing. We comply with equal treatment legislation. Our recruitment processes are solely merit-based. We emphasise equal opportunities and competency-based recruiting in recruitment announcements and in our media channels.

We provide equal access to opportunities for training, development and promotion to all the employees.

Terms of cooperation

Our employees are required to cooperate with the clients, candidates, co-workers, and partners in accordance with our values, and based on the provisions of this Code.

Regardless of position, contract type, or the scope of responsibility, all our employees treat others respectfully and fairly, notwithstanding the age, sex, gender ethnic, national or social origin, sexual orientation, or disability.

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All the employees operate as a team, thus we rely on open communication. We discuss and consult our problems in order to find appropriate solutions.

The employees act in the best interest of the company, and they care about protecting its good name. They do not reveal confidential information or business secrets. They are loyal to the company and to each other. They respect the work of others, support each other, and never refuse to help.

The employees set a good example and promote the Code of Ethics among each other. In case of noticing any ethical abuse or discriminatory behaviour, the employee must notify their supervisor. Each notice will be treated in a confidential manner and thoroughly analysed.

Working conditions

We employ in accordance with the Polish labour laws.

Regardless of the form of employment and the position held, salaries are paid to our employees in a timely manner. We observe public holidays and the regulations of granting leaves. We care about the privacy and protection of employees' personal data.

We are committed to ensure safe working conditions for our employees. We ensure ergonomics in the workplace. Each employee receives initial and recurrent health and safety trainings. The employees look after the company's assets and equipment. They do not tolerate waste and indifference to potential damage.

2. Transparent Business Management

Data confidentiality

We treat all information entrusted to us by clients and obtained from candidates with the utmost confidentiality. We ensure the highest quality of technical safeguards to protect the data entrusted to us by clients and candidates. We use the data solely for the purpose for which it was given to us, to the extent detailed in the Privacy Policy.

The employees agree to keep confidential all sensitive information made available to them, including client data, trade secrets, business plans, and other strategic decisions.



Conflicts of interest

We avoid situations where personal and commercial conflicts of interest may arise, resulting in a threat to our impartiality in deciding the affairs of our clients, contractors and partners.

The employees are not guided by personal interest or the interests of close relatives. They carry out recruitment projects without personal preferences, in a transparent manner, applying the principles of equal treatment, and fair competition. When in doubt about a potential conflict of interest, the employees should always seek advice from their superior.

We respect our competitive environment, and the free competition rules. We do not resort to unfair methods to gain competitive advantage.

Anti-corruption policy

Giving and accepting gifts to express care for business relations is permitted, provided that the gift: does not exceed the value regulated by law, is not intended to advertise a company, and does not affect the impartiality of the recipient.

Cooperation with the contractors

We cooperate with our business partners ethically, in partnership. We fulfil our obligations and honour agreements made with contractors, partners, and suppliers. We refrain from entering into contracts with entities violating the law and ethical standards.

3. Social responsibility

The Kornblit Talks

As a recruitment company, we attach particular importance to promoting inclusion, equal treatment, and diversity in the workplace. As part of our CSR activities, we run an educational project, Kornblit Talks. It is our objective to have Kornblit Talks be a source of inspiration for individuals and organisations. We interview business and science experts who share their knowledge and experience of the best practices in talent managing in organisations: from the strategies of acquiring and developing talents, through responsible leadership, to vocational activation of the elderly.

Minimising the environmental impact

We believe that small actions can have a great impact. It is important to us that our company's impact on the environment is as low as possible, therefore each employee commits to waste segregation, saving and reusing materials (limiting the amount of office supplies used, double-sided printing, or paperless workflow), saving water through

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economical water consumption, and energy conservation through making maximum use of daylight, rational use of air conditioning, and proper use of electronic equipment.

IV. Final remarks

We are aware of the general impact our work can have on the candidates and our clients. Hence we conduct our business with these considerations in mind. The Code of Ethics of Kornblit & Partners is a compass aiming to help us operate diligently, professionally, and in an objective manner. However, the Code does not provide all the possible answers. Therefore, each employee facing doubt or lacking guidance when making decisions should consult their supervisor, or the Board directly.

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