



Corporate Social Responsibility Guideline

January 2017

INTRODUCTION

The organisation has not only economic and legal obligations, but also a certain social responsibility, which extends beyond.

Corporate Social Responsibility represents the practices, policies and initiatives a company commits in order to preserve with honesty and transparency and have a positive impact on social, economic and environmental welfare.

We recognize that our social, economic and environmental responsibilities to our stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We OTBR take into account needs of our internal and external background to contribute to sustainable development, to be transparent and generally help the overall improvement of the company within and beyond our commercial action.

SOCIAL ASPECTS

We strictly respect human rights and act in compliance with the Labour Code.

Intellectual property

We protect all forms of intangible assets, which are the result of human thinking, not to be misused in any way.

Prohibition of discrimination

We do not discriminate human based on religion, nationality, politics, gender, age, etc. Diversity of team brings more perspectives on the given issues, more ideas, opinions and experiences.

We provide safeguard to ensure that all employees are treated with respect and without sexual, physical or mental harassment.

Payment of proper wages

The minimal amount of wages is in accordance with the law of Czech Republic. Wages are paid regularly every month with overtime and personal remuneration.

Working hours

We respect duration of working time and breaks in accordance with the law of the Czech Republic.

Child labor prohibiton

We do not employ children and adolescents who have not reached the legal age for work in the Czech Republic.

Forced labor prohibition

Nobody is forced to work by psychological or physical violence or in any other way.

Safe working environment

We provide, and strive to maintain, a clean, healthy and safe working environment in line with safe systems of work. Personal protective equipment is provided to all employees.

ECONOMIC ASPECTS

We do transparent business and have positive relationships with investors, customers, suppliers and other business partners.

Transparent and honest behaviour

We are open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.

Contracts

Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and it will operate in a way that ensure protection against unfair business practices.

Corruption prohibition

We do not provide special benefits (gifts or money) to selected customers, suppliers or employees for the purpose of getting something unfairly. Of course we do not accept these benefits for ourselves for the same purpose.

Safety and quality products

Safety and quality of products in manufacturing processes is ensured by quality management systems. Production conditions are adjusted to provide the highest quality and safety of products.

Copyright protection

We do not spread documents or data which are provided to our purposes. We expect the same from our business partners.

Global partnerships

We are always looking for good partnerships with our supplier that will enable us to produce better and more competitive products around the world.

Products exportation managing

We follow appropriate procedures to control exportation of products regulated by the laws in each country.

ENVIRONMENTAL ASPECTS

Our business activities are performed to protect natural resources and minimize environmental pollution. We try to get involved our company and our stakeholders in activities which have beneficial effects on the environment, employees and customers.

Reducing pollution

We avoid activities which contribute to air, water and soil pollution. We evaluate impact of our work on environment and develop maximal effort to reduce environmental impact.

Energy and greenhouse gas emissions reduction

For a purpose to prevent global warming, we encourage reduction of greenhouse gas emissions by managing our business activities.

Chemical substances managing

We do not use chemical substances, which are prohibited by the law, in production processes. We manage storage and usage of each chemical substance and provide safety training.

Saving resources

In the Framework of environment protection we try to reuse material and components as much as possible.


Recycling

We recycle papers, plastics, metals, toners, etc. to protect natural resources and energy.



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