



Ethical code of conduct
IG Design Group Sp. z o. o.
and rules of business conduct

1. This document presents the principles of business conduct that we follow on a daily basis are guided by the Management Board, employees and associates of IG Design Group Sp. z o. o. while performing their professional duties, including during contacts with the Client internal (employees) and external (customers, colleagues, third parties)
2. The Code combines the principles of respect for the law and all regulations with a special emphasis taking into account respect for human dignity and ethical behavior. Therefore constitutes the framework for operations and conduct at IG Design Group Sp. z o. o. with a tendency towards them specifying and introducing further behavioral norms as the reality changes
3. This material develops the features that should characterize behavior during contacts with clients, third parties and employees and co-workers IG Design Group Sp. z o. o.
4. The basis for proper and successful cooperation is TRUST, which we work for during every contact, even the shortest, through every contact method allowed in the company, including personal and electronic
5. This Code will contain not only principles but also guidelines for conduct
6. The Ethical Code applies to all persons employed and cooperating with IG Design Group Sp. z o. o.
7. The principles contained in this code are strictly observed by all persons representing IG Design Group Sp. z o. o. and violating them is reprehensible and not tolerated
8. In case of a violation of the principles of this Code, the Company's authorities will take appropriate action in accordance with applicable regulations

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1. Management Board, employees and co-workers of IG Design Group Sp. z o. o. are obliged to:
 - comply with and respect all legal provisions, including statutory and regulatory provisions
 - respecting the cultural, religious and ideological customs of employees, co-workers, clients, contractors and third parties
 - caring for the natural environment
 - act ethically, in a responsible and exemplary manner, regardless of the position held or the scope of cooperation with IG Design Group Sp. z o. o.



- taking steps to combat any discrimination or harassment both within the company and in business relations
- read this code and apply its recommendations

2. Products offered by IG Design Group Sp. z o. o. are manufactured and sold at the highest level of quality. Each employee is obliged to apply all standards introduced in the company and to cooperate directly in defining and implementing them

3. Customers' needs and expectations are our key determinant of action, which means that we are and work for and for customers. The most desired effect is the ability to anticipate customer needs and the ability to adapt to the constantly changing business reality.

4. In order to gain the greatest possible trust of our customers and survive in the demanding market, we focus on the quality of our products, faithful to the principle "we deliver what we promise"

5. Honesty and mutual respect are the basic conditions that build trust

6. The basis of everyday work is respect for yourself and your colleagues and readiness to cooperate, regardless of the function held or the scope of cooperation with IG Design Group Sp. z o. o.

7. We support team decisions. All employees and associates work as one large team. Hence, the ability to exchange information and express one's opinions, including conveying one's ideas not only internally, is an everyday occurrence

8. We are able to listen to others, we openly discuss problems, and when seeking opinions, we look for the best and right solution, because the best solution can be found after getting acquainted with various reference points

9. We focus on open communication within the company and, whenever possible, involve employees in making decisions and solving problems

10. Each person representing IG Design Group Sp. z o. o. takes full responsibility for the performance of its tasks, and in the face of detected errors in business processes, it conveys its observations to the superior and takes part in defining and implementing an appropriate solution

11. If we criticize something, the criticism focuses on the problems, not the people

12. Together we create the best possible working conditions. We all care about the aesthetics and cleanliness of our workplaces, regardless of general cleaning work

13. Everyone follows general safety rules and is ready to provide help and rescue in case of danger

14. IG Design Group Sp. z o. o. places particular emphasis on data security, which is why we protect the data of our company, our clients and contractors using all possible and currently available methods/tools



15. The personal data of our Customers and Employees are confidential, therefore, when processing this data, we take special care of their security so that they do not become available to third parties.
16. The company is focused on efficiency and operation and is focused on achieving the best possible results, hence we recognize and reward Employees' achievements, taking into account their individual competences and abilities. Thanks to this, we together create a work environment in which everyone feels appreciated, and thus we can develop personally and professionally for the good of the company
17. In connection with the point above, the management board/managers/department heads/directors/project leaders are responsible for the correct division of tasks in the team and support their employees in their activities
18. Persons representing IG Design Group Sp. z o. o. they care about their intellectual development and systematically improve their professional qualifications
19. We are loyal to IG Design Group Sp. z o. o. and in external contacts, we care about creating a consistent and valuable image of the Company, thus representing the company with dignity
20. When we are making business decisions, we are guided only by the interests of IG Design Group Sp. z o. o.
21. In external contacts, we avoid corruption in any form and we avoid activities that may be classified as corruption-related
22. We adhere to the Fair Play principle on a daily basis
23. In the era of a free market economy promoting innovation and efficiency, we respect competitors' products and services, observing the principles of free competition. We do not disseminate false or unverified information about competitors' products or services and we do not use unfair methods to gain a competitive advantage
24. In our daily activities, we remember that we are part of society, therefore Social Business Awareness is a matter of our interest and our actions

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1. In case of any doubts as to the rules of conduct, please consult your superiors or the management board of IG Design Group Sp. z o. o.
2. The following e-mail address is also available: biuro@igdesigngroup.eu where you can send anonymous inquiries, observations or irregularities.