

CODE OF CONDUCT OF COMAC CAL s.r.o.



1. Respect and Collaboration

- ✓ We keep our promises and complete assigned tasks on time and conscientiously.
- ✓ We value the work of others and treat our colleagues with respect.
- ✓ We foster team spirit, support one another, and solve problems together.

2. Communication and Conduct

- ✓ We always communicate with external partners, clients, and team members with respect, professionalism, and a friendly approach.
- ✓ We avoid spreading gossip and rumors. Our communication is always polite, clear, constructive, open, honest, and factual.
- ✓ We listen to each other and accept constructive criticism.
- ✓ We conduct ourselves professionally within the company and do not use vulgar language.

3. Professional Approach

- ✓ We keep the workplace tidy and treat company property responsibly.
- ✓ We do not project our personal problems or bad moods onto others – a positive attitude contributes to a good atmosphere and efficiency.
- ✓ We respect the health of our colleagues.

4. Customer First

- ✓ We understand that the customer is key to our success. We deliver products on time and of the highest quality.
- ✓ The customer is a partner to us; whenever possible, we strive to accommodate their needs.

5. Problem Solving

- ✓ Every problem has a solution. We seek shared solutions and do not cover up problems.
- ✓ It can't be done does not exist – we always look for a way to achieve the goal.

6. Responsibility and Integrity

- ✓ We act honestly, conscientiously, and loyally.
- ✓ We follow the rules, which apply equally to everyone.

7. Care for Employees and the Environment

- ✓ We ensure equal pay and support personal development and education.
- ✓ We act considerately toward nature and are responsible toward the community.

8. Trust and Leadership

- ✓ Mutual trust is the foundation of our cooperation.
- ✓ Our leadership is inspiring and responsible.

9. Unity and Loyalty

- ✓ We pull together as one team – every employee is an important part of the company.
- ✓ Internal matters and information stay within the company. We do not share them outside the company.

10. Efficiency and Balance

- ✓ We make optimal use of working hours (we work efficiently, willingly, and with commitment).
- ✓ We maintain a healthy work-life balance because a well-rested person performs better.