

Employee Code of Conduct

EGC - EnerGoConsult CB s.r.o.

1. Working thoroughly on behalf of company, fully aware that company success is directly associated with employee success and has positive consequences in working environment and personal prospects.
2. Fulfilling every company standard and direction as well as working duties. Keeping the rules of quality management and other systems in force.
3. Searching the opportunities for improving of company processes and participating on improvements implementation, fully aware that this increases the company competitiveness.
4. Keeping the basics of clean work office and keeping the work suite, footwear or personal protective means in clean and operational status. Keeping all rules of work safety and fire protection.
5. Keeping the rules defined by customer including usage of authorized safety work means, tools, instruments and meters as well as safety movement rules during the works within customer's premises.
6. Protecting the environment, waste sorting.
7. Effectively using of working hours, company asset of every kind to avoid any discord and resulting damage. Saving the company means, not wasting material, energy and time (neither own nor others). Not transferring working duties and issues on co-workers.
8. Keeping all ethic code and decorum. Strictly refusing stealing company asset, lying, cheating, abusing of rank, bribery and inactivity in case the ethic code is broken by any company employee.
9. Considering each employee as co-worker no matter his/her rank, age, gender, politics, faith, origin, sexual orientation or handicap.
10. Creating environment of efficient collaboration, trust and mutual respect. Avoiding the use of vulgar or pejorative speech, screaming, swearing, threatening, slandering, physical or any other assaulting. Avoiding the sexual abuse of co-worker.
11. Fulfilling the working demands of co-workers in proper date and quality.
12. Internal working communication shall be clear, unambiguous without information misinterpreting and/or concealing.
13. Strictly adhering to the rules of business secrets, company know-how and information of similar nature get from customer. Not providing the confident information to unauthorized person. Minimizing the risks of electronic and written data loss. Providing no sensitive data via phone. Written or electronic information containing sensitive content are handed over personally or via secure network with relevant encryption if possible. Minimize making the copy of information that could be misused in any way.
14. Treating respectably, politely and correctly to any customer.
15. Actively participating on promotion of company's goodwill.
16. Is aware of need of improving his/her qualification and skills.

In České Budějovice, 1. 7. 2017

Ing. František Kysnar, Ph.D.

IMS Manager

