

MILLENNIUM TEAM is aware that by marketing its products and services it has a direct impact on the entire society, environment and local community, therefore it has a responsibility to be a good neighbor, a good employer and a responsible consumer of resources.

Socially responsible business is our imperative, so the rules of business are clearly defined.

#### **RESPONSIBILITY TOWARDS EMPLOYEES**

- Good communication with employees, informing them of all details related to their status, position and working conditions, as well as the general situation in the organization and organization plans;
- Employees have the opportunity to realize their full potential and have the tools necessary for development and growth through various types of education;
- The company's Management maintains an open-door policy that allows employees to raise any concerns with their superiors or responsible persons and ensures that these employees are not victimized for this.
- The tradition and beliefs of each employee are strictly respected, diversity is encouraged and promoted throughout the organization. Hence, any form of discrimination is forbidden.
- Encouraging employees to "think outside the box" and make suggestions on how any activity, process, working conditions or document can be improved.
- Rewarding employees for hard work and innovative thinking is a standard practice in the company.
- Encouraging and supporting employees to volunteer in community service activities.
- Protecting each employee from third parties against any kind of endangerment or insult.
- All employees have a prudent attitude towards the company's property, use it in an appropriate manner so that no damage occurs and as stated in the employment contract, the code of conduct and other company regulations.
- Raising employees' awareness of our impact, both as a company and them as individuals, on the external environment.
- Employee well-being is a key element of the company's success, employees are encouraged to maintain an appropriate work-life balance.
- A clear company policy does not prevent employees from participating in trade union or other association activities.
- Ensuring good working conditions for young workers and providing mentors who guide them through work processes to independent work.
- The company does not employ persons under the age of 18. Equal opportunities have been created for all employees, without discrimination on any grounds. The recruitment process is clearly defined, it is fair and consistent with each candidate.
- Salaries are paid out in accordance with employment contracts. Salaries are paid on time, on a regular basis, in full and in legal form.
- Employees are paid with sufficient compensations for work that allows them a decent standard of living.

#### **BUSINESS RESPONSIBILITY AND ETHICS**

- Improving the company's operations through clear identification of business processes, proactive action on risks, compliance with the adopted work rules and effective application

of documentation at all levels within the company and with a clear boundaries of individual responsibility.

- Monitoring trends and developing good and partnership relations with manufacturers /suppliers, as well as other stakeholders through mutual exchange of knowledge and experience.
- Compliance with the requirements of international and technical standards, legal and other regulations.
- Ensuring a high level of protection against bribery and corruption by clearly defining the rules of conduct during the implementation of work activities, increasing employees' awareness of the importance of respecting the established protection measures, promoting an ethical business culture and the importance of maintaining a good reputation of the company through the application of a zero-tolerance approach to bribery and corruption, etc.
- Fair business practices and ethical behavior of the company towards other organizations and stakeholders (business partners, suppliers, subcontractors, clients, government authorities, etc.)
- Promoting healthy competition. The company is aware of the social context in which it operates and does not exploit social conditions, such as poverty, to gain an unfair advantage over the competition.
- Supporting anti-monopolistic and anti-dumping practices, as well as public policies that encourage competition.
- Promoting social responsibility in its value chain, actively participates in raising the awareness of the organizations with which it operates on the principles and issues of social responsibility.
- Promoting community development when planning investment projects in the social sphere. All such actions should provide wider opportunities for citizens, increase the volume of procurement from the local area and engage external associates from the local community, thus supporting local development.

### RESPONSIBILITY TOWARDS THE ENVIRONMENT AND OCCUPATIONAL SAFETY

- Rational consumption of natural resources in the company is only one part of business. The top management provided adequate and safe working conditions for employees and pleasant atmosphere, in order to achieve the defined annual goals of the company.
- Clearly defining the aspects and impact of the company's processes and activities on the environment, monitoring and controlling the consumption of natural resources, measuring the environmental performance, managing waste generated during the implementation of the process in the company, increasing employees' awareness of the importance of environmental protection, implementing socially beneficial actions, etc.
- Obtaining the necessary environmental permits and licenses.
- Improving the energy efficiency of its activities and processes.
- Ensuring a high level of safety of its workers, visitors and subcontractors through clearly defined rules of conduct during the implementation of work activities.
- Consultation and participation of workers and other stakeholders in proposing and taking actions regarding occupational safety.



- Applying technical and organizational measures to avoid or reduce the release of hazardous substances in the work environment. Maintaining exposure levels below internationally recognized or established limits.
- Providing quality protective equipment, increasing employees' awareness of the importance of observing safety measures, as well as regular medical examinations.
- Ensuring adequate protection for any machine, piece of equipment or process that may cause injury to workers.
- Providing first aid equipment in offices and on sites, and ensuring availability of lockers at all times
- Evacuation routes, passages and emergency exits on facilities are easily accessible, clearly marked and not blocked. Procedures for responding to incidents and emergencies are clearly defined.

#### RESPONSIBILITY FOR INFORMATION

- Determining responsibilities for the protection of information belonging to company and clients, as well as personal data of employees. Raising awareness of the importance of information security among employees and business partners, as well as the application of organizational and technical measures for the protection of company information assets.
- Achieving a high level of information security in the process of their creation, storage and exchange. The protection of information against unauthorized access and the maintenance of confidentiality of information is ensured.
- Respecting the principle of non-disclosure of information whether by accidental or intentional activities.
- Preserving the integrity of information through protection against unauthorized modification of information in any segment and manipulation thereof.
- Business continuity plans are to be implemented, maintained and tested in a realistic environment.
- Consideration and investigation of all possible incidents that compromise information regarding their: safety, availability, integrity and accessibility.
- Adequate preparedness and response in crisis situations and ensuring business continuity.

Belgrade, November 01, 2022

Director