

Code of Ethics for the personnel of Hydroenergy Company Jsc

1. Purpose of this document

This document establishes ethical norms of behavior for the own personnel of **Hydroenergy Company Jsc** and for all the people who interfere with the Company and is meant to ensure that the working conditions in the supply chain of the Company are safe as regards to the human health, are acceptable as regards to ensuring respect and dignity of people and finally are ecologically oriented as regards to not polluting nature.

2. Scope and application

The requirements for behavior are applicable in all places that the employees and workers of **Hydroenergy Company Jsc** visit in relation to their work duties and within their official working time. The Code of Ethics is mandatory for compliance during working hours, and optional compliance during non-working hours.

3. Introduction

Начинът на поведение в работните отношения на служителите и работниците в „ХИДРОЕНЕРГИЙНА КОМПАНИЯ“ АД ще се нарича накратко „**бизнес етика**“. Тя е възприета от ръководството на „ХИДРОЕНЕРГИЙНА КОМПАНИЯ“ АД като необходими норми, спрямо които може да се направи извод дали поведението на даден служител или работник към негови колеги или към външни лица и във връзка с изпълнение на негови служебни задължения **е етично** – тоест не е в разрез с общоприетите форми на работни взаимоотношения и не противоречи на принципите на поведение.

The manner of behavior in the working relations of the employees and workers of **Hydroenergy Company Jsc** will be called "business ethics" for short. It was adopted by the management of Company as necessary norms, according to which it can be assessed whether the behavior of an employee or a worker towards their colleagues or external personnel is ethical and does not contradict any generally accepted forms of working relationships and principles of conduct.

4. Разпоредби на Кодекса. Принципи на поведение.

Human resource is one of the main and most important assets for every Company. We at **Hydroenergy Company Jsc** value health, safety, ability to work and work skills of our personnel, so we take care of them by ensuring their working environment and working conditions. We are also engaged with the working atmosphere in terms of ensuring a pleasant working place for our staff.

The Top Management of the Company makes efforts, invests funds, time and care to achieve and equip a pleasant working environment in which workers and employees, as well as the entire management, feel fulfilled, energized for work and in a positive mood. This type of environment is our goal and intention. However, to maintain it, every employee (and worker) has a commitment and contribution. It should be maintained daily, and everyone should make an effort to treat the other people and the environment, including animals, well.

4.1. Attitude towards people

Hydroenergy Company Jsc requires from its employees and workers a positive and polite business attitude both among themselves and towards external personnel. Relationships affecting the dignity of the other party, including all aspects of it - gender, religion, dress, origin, and other personal characteristics - are not allowed, not tolerated, and may even be condemned. No discriminatory behavior is allowed on any grounds.

Forced or illegal labor is not allowed. Corruption practices and abuse of position are not allowed. For all these areas in the Company, separate Policies are introduced, which are documented and disclosed to employees and are published on the Company's website.

4.2. Communications

The Company strives for efficiency in its work - both in terms of processes and in terms of conversations - written and verbal. To facilitate and clarify the rules for communication inside and outside the Company, a documented Procedure for internal and external communication has been introduced.

In the way of communication, **Hydroenergy Company Jsc** requires its employees and workers to observe a good tone, not to raise their voice, to observe the norms of cultural communication, to use the official channels for communication as intended, not to inform the competition for the future plans or projects of the Company, not to expose official data to outsiders without a legal or contractual basis for this, to comply with all applicable acts of Bulgarian legislation in the field of working with personal data.

4.3. Competition

The company treats its competitors with respect and does not allow its employees to act against competing companies. We have adopted the approach of highlighting our own achievements, advantages, knowledge and skills, and those of our competitors are for our own reference only.

4.4. Conflict of interests

In case of a conflict of interest between employees, which concerns the interference of one employee in the work processes of another employee, when both employees are interested in the development of events, but the authorization to dispose of the process is only one of them, then the matter should be referred by the management levels to judge.

Business ethics require that no conflict situations should be created intentionally, and if a dispute is inevitable, then the disputing parties must necessarily adhere to a good tone and express their opinion through arguments, without going beyond the limits of acceptable communication even on controversial issues.

4.5. Attitude towards the environment and nature

Hydroenergy Company Jsc is a company that, not only has a certificate of responsible attitude and commitment to environmental protection ISO 14001:2015, but also applies all the world's best practices in the field - creates an internal organization for separate waste collection, cleans pollution, caused as a result of its activity, undertakes or sponsors environmental restoration initiatives, etc. in this sense, the Company does not tolerate the neglect of environmental aspects, and requires its employees and workers to adhere to the norms for its protection.

4.6. Attitude towards animals

Hydroenergy Company Jsc does not tolerate mistreatment of animals, whether domestic or street. Within their capabilities, employees must strive to protect the health, life and safety of animals that are found, for example, on sites or outside the office premises. The company welcomes and tolerates positive treatment of animals, which may include to not affect their habitat, or provide assistance if necessary.

5. Final provisions

There are ups and downs in everyone's professional and personal life. During the upswings, employees are in great spirits, but during the downturns, the mood is sour. Therefore, by adhering to business ethics in their work relationships, employees will easily have professional achievements despite the presence of personal problems.

Business ethics is that tool that helps employees to avoid unnecessary disputes, which will only bring them negatives in time.

We at **Hydroenergy Company Jsc** have created and maintain a friendly and pleasant working environment in which employees are honest and loyal to one another and to the Company and its partners and can fully develop their potential, knowledge and skills

THE END

Signed:
Ivan Chapov, CEO

Executive Director of **Hydroenergy Company Jsc**

3rd June 2024