



ХОЛДИНГОВАЯ КОМПАНИЯ «ЭМЗ»

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Code of Corporate Ethics «EMZ» Holding company

Corporate governance of the company employees is a corporate culture component which representing the system of material and cultural values which are inherent in the company. According to positions of the corporate culture which has developed and accepted the following principles of business ethics of employee in holding company «EMZ»

I. General Part

1. Main principle by which should be guided any worker of the company, irrespective of his post, place of work and carried out service functions – respect of the worker person. Mutual observance of the person respect principle is obligatory an equal measure both of the company officials concerning workers and for workers concerning officials and all other persons of the company personnel.
2. The company officials must provide to all workers even chances of the person display during the labour activity.
3. Employees of the company are loyal in relation to a management and always open for business cooperation.
4. Present Code doesn't substitute other operating documents of the company.

II. Company Employees

5. All employees during labour activity are responsible to:

- 5.1 Care for the company general interests and also generality of the company personnel;
- 5.2 Concede the priorities of the general business purposes in relation to professional interest of personal;
- 5.3 Support meaningly a labour discipline in the company;
- 5.4 Show professional honesty;
- 5.5 Show professional and universal reliability;
- 5.6 Be flexible to the colleagues mistakes;
- 5.7 Show the innovate approach of the business functions performance;
- 5.8 Show business optimism and cheerfulness;
- 5.9 To be personally liable for the service actions
- 5.10 Give a self-critical estimation of the personnel competence;
- 5.11 Work on themselves to increase the professional and intellectual level;
- 5.12 Support corporate culture and corporate values in every possible way;

5.13 Behave themselves properly without deviations to the business ethics norms of the company.

III. Company Management

The President of company should be example of business cooperation and observance of ethical standards of behaviour.

6. In the field of interpersonal attitudes the company officials are obliged:

- 6.1 Explain and achieve employees understanding of the purposes and company current problems;
- 6.2 To make personal contribution to achievement of objects and decisions of problems;
- 6.3 Search and improve the methods and norms of the work constantly;
- 6.4 Promote formation of spirit unity in collective and satisfaction from work;
- 6.5 Promote creation openness and efficiency in the collective atmosphere;
- 6.6 In every possible way to encourage rationalization and innovation, directed on the production improvement and perfection of the business system control;
- 6.7 Give to the subordinated employee in sphere of power greater independence;
- 6.8 Show the professional honesty;
- 6.9 Show compulsion to the decisions and given word;
- 6.10 Show constructivism in work with the personnel;
- 6.11 To be tactful in relation with colleagues and subordinates;
- 6.12 Respect a private life of the workers and not supposing any intervention to it;
- 6.13 Following actions are forbidden in relation under official and personnel:
Any forms of workers discrimination beginning from the staff selection, promotion and of the personnel finishing liberation;
Any kinds of the protectionism, privileges and preference to separate workers.

7. In the field of corporate attitudes officials are obliged to be:

- 7.1 Demand from all workers during labour activity were guided by the highest norms of business dialogue;
Support business reputation and image of the company in business community;
In mutual relation with workers of other enterprises and organizations including in the way conclusion and execution contracts contract to operate fairly and ethically;
Avoid any actions which could be regarded or interpret like as patronage or other measure providing advantages or privileges for the separate enterprise or organization or their workers;
Provide confidentially of the received information, never use this information for the purposes of personal benefit or in interests of the third persons;
- 7.2 Never enter neither directly or indirectly in commercial attitudes with third persons if it can lead to infringement of the company commercial interests or damage business reputation or image;
- 7.3 Operate upon to a basis of trust strategy and also decisions accepted by administration;

8. In the field of socially-public attitudes of the company workers are obliged:

8.1 In a time out from work:

Be ethic in relation to family members;
Be ethic in public places:

8.2 In working hours:

Do not suppose any commercial actions which directly or indirectly can make damage to company economic interests;

Do not suppose the expressed actions in the company competition or other actions leading to reception of the company workers or members of families any benefits from the using by the workers their position in company, including the received confidential information.

IV. Company Clients

9. The company any employees honour sincerely the CLIENTS and follow mentioned principles:

Client – is a life of company

Client sets a level of technical development

Client defines the business cooperation level.

Client assumes valid attitude to the economic interests.

Just client represents as the professional expert of moral-psychological readiness of the company personnel.

V. Moral unacceptable actions of employees in the company

10. This code provides that the following actions of employee are unacceptable for the company and are considered to be damage causing:

Personal actions of employees damaging to moral psychological conditions in the company;

Personal actions disadvantaging material damage;

Actions which connected with disclosure of the service information and trade secrets;

Distribution of the spiteful information about the employee of company;

Actions which caused the spiteful perception of employees success;

Employee actions which connected with infringement of the ethical norms in society.

ISO 9001:2000

