



As part of our effort to enhance relations with business partners, we present to you standards of cooperation in place at the Group, covering such areas as procurement of goods and services, selection of business partners and execution of agreements. This section aims to provide our business partners with information on the PMTH's standards of conduct in market relation in a manner which would satisfy mutual expectations and information needs. We hope that the information provided will prove useful in building, strengthening and deepening our cooperation for the benefit of all involved parties.

Rules of the PMTH's Cooperation with Business Partners

These "Rules of the PMTH's Cooperation with Business Partners" are derived from the rules of cooperation developed together with our business partners, the PMTH's Code of Ethics, and our CSR policies which are a vital element of our strategy. The principles of ethical and responsible business are central to the PMTH's mission and system of values.

I. Principles we follow in all our activities

RESPECT FOR RULE OF LAW

We firmly believe that business activities should be conducted in compliance with the letter of the law, applicable laws, internal regulations, as well as professional ethics and good practice.

The PMTH pays particular attention to the standards adopted by the international business community and relating to such areas of the social and economic life as:

- counteracting human rights abuses;
- elimination of child labour of children under 15 years of age, forced labour, violations of human dignity, use of physical and psychological coercion;
- free and fair competition;
- counteracting corruption;
- environmental protection.

We expect our business partners to comply with the aforementioned standards in their activities as well.



OPEN, TRANSPARENT AND OBJECTIVE CRITERIA FOR BID SELECTION

The PMTH companies' relations with the suppliers of goods and services are very important for the stable growth and long-term success of our organisation on the local, national and international level. Accordingly, we pay close attention to the process of selecting our business partners and put great emphasis on the performance by all the parties of their business obligations.

II. Terms and conditions of cooperation

BUSINESS PARTNER SELECTION PROCESS

In the process of selecting our business partners we follow the rules below:

- equal and fair treatment of all bidders participating in the business partner selection process;
- selection of business partners based on the objective, transparent and formalised criteria for the evaluation of their bids;
- unbiased and thorough comparison of submitted bids.

AGREEMENT EXECUTION

In the process of contract execution, we follow the rule of equal treatment of the parties. Accordingly, each agreement contains appropriate clauses ensuring that the goods or services are delivered or rendered on the terms and conditions previously agreed upon.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY PROTECTION

The PMTH's employees protect confidential information against unauthorised use or disclosure. Confidential information is one of the most valuable assets of any company. Our and our business partners' intellectual property and confidential information are often a product of many years of work and significant investments. We respect your personal and economic copyrights and industrial property rights and require that you also refrain from using or disclosing our confidential information, except as explicitly specified in the agreements executed by us.

INVOICES AND SETTLEMENTS

We ensure that all business partners who properly perform their contractual obligations receive payments due to them on a timely basis and on the terms and conditions previously agreed upon.



P M T H
Precious Metals Trading Hub

E-invoicing

If our cooperation continues for a longer period of time and invoices are issued regularly, you are advised to consider electronic invoicing.

If you opt for electronic invoicing, you are kindly requested to conclude an Electronic Invoicing Agreement with the PMTH to comply with the requirements of the Regulation of the Minister of Finance of December 20th 2012 on sending invoices in electronic form, the rules for their storage and the procedure for making them available to tax authorities and fiscal control authorities (Dz.U. of 2012, item 1528).

The Agreement Form is enclosed opposite.

SAFETY AT WORK

We consistently strive to improve safety at the PMTH. Our efforts to ensure the highest safety standards apply equally to our employees and the employees of our business partners working at our premises and facilities.

As the suppliers of goods and providers of services, you are required, upon entering our premises, to continuously monitor and comply with the rules and standards of conduct in force at the PMTH, in particular those relating to safety at work and fire protection.

To ensure safety to all, our partners who work at the Group's premises are required to comply with our internal regulations.

AUDITS

In order to ensure high quality of contract performance, safety at work and environmental protection, we reserve the right to carry out audits on matters covered by a relevant agreement at your company. The purpose of such audits is to assess whether the requirements stipulated by the contractual documents, other documents that have been provided and need to be complied with, as well as requirements stipulated by the laws, norms and standards applicable to the performance of the agreement have been met.

FEEDBACK

It is important that we address all your concerns, doubts and questions, as well as suggestions aimed at improving the adopted rules of cooperation.

To obtain the required information or provide your opinion, please complete the form provided opposite.

We will review all your feedback.