

CODE OF ETHICS OF JAMES COOK LANGUAGES Sp. z o.o.



Purpose:

The Code of Ethics of James Cook Languages Sp. z o.o. has been prepared for suppliers, clients, lecturers and internal employees and is freely available to them to read. In their mutual cooperation, all such parties are obliged to respect and abide by the Code of Ethics.

1. We respect fair competition

We adhere to and respect the principles of an open market, we apply for contracts honestly, without bribery or unfair practices. During selection procedures and client meetings we only present truthful information and our success depends only upon our readiness, professionalism and decision-making criteria of the client.

2. We do not discriminate

We do not discriminate against any of our employees, lecturers, students, applicants, or other people we work with on the basis of gender, age, nationality, citizenship, race, religion, sexual orientation or political opinions.

3. We reject both physical and psychological violence and child labour

We consider physical violence against humans or animals totally unacceptable. We make sure that we create a pleasant work environment in the company, and any form of psychological violence or coercion is unacceptable to us. All our lecturers and internal employees are over 18 years old.

4. We reward fairly

For the work done, internal employees and lecturers receive a contract-based wage, always paid on time, and on the date defined in the specific contract. We also reward our employees and lecturers for their efforts with company benefits. We pay attention to the observance of contractually stipulated working hours, holidays and breaks according to the Labour Code.

5. We pay attention to work safety

Safe and healthy working conditions at each of our workplaces are essential to us. As a James Cook Languages Sp. z o.o, we provide initial and periodic training on OHS and fire protection and also medical examination prior to commencing work and periodic medical examinations. We cooperate with an OHS and fire protection specialist so that we can be 100% sure that our working environment is free from defects.

6. We care about the environment

We strive to eliminate the impact of our operations on the environment as much as possible. We separate waste and try to make use of the documents in electronic form without printing as much as possible.

7. We help the less fortunate

We cooperate with charities and foundations and contribute to them. At least two times per year we organize special charity actions, which are aimed to support organizations chosen by our employees.

8. We do not support crime

We uncompromisingly reject any crime, and if we find out about such conduct, we report it immediately to the relevant authorities.

9. We do not misuse sensitive personal data

We use all personal data only for the arrangement of teaching and we do not provide it to third parties to use for their business or marketing purposes.

10. We care about our relationship with suppliers

We always deal with suppliers professionally. Every new supplier is gained exclusively through a selection procedure in which we address 5 entities and then we choose 3 of the offers to be presented in person and in writing. Criteria for decision-making are quality of service, references, pro-client approach, willingness and price.

11. We use legal software

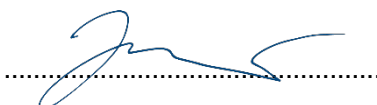
Legal software is installed on all equipment we need for our work and we use it in accordance with the licenses. We do not copy, distribute, or use in violation of the license any of the programmes used.

12. We are not involved in money laundering

The origin of all our funds is demonstrably lawful, in no way modified or made vague for the legalization of proceeds of crime.

13. We present true economic result data

We comply with the legal standards and regulations valid in the countries where we operate. We faithfully record all financial transactions and keep the books in compliance with locally accepted accounting policies, standards, and relevant methodologies. The fact that all administrative and tax obligations are fulfilled in due time is commonplace.



Jakub Juhaňák

Country Manager