

R U L E S O F A C C E P T I N G A N D G I V I N G G I F T S I N

ORLEN Asphalt Česká republika s.r.o.

The Rules of Accepting and Giving Gifts in PKN ORLEN S.A. were introduced by the decision of the Management Board President of ORLEN Asphalt Česká republika s.r.o. of 24 April 2019.

The main rules of accepting gifts in ORLEN Asphalt Česká republika s.r.o.

1. The rules apply to the employees of ORLEN Asphalt Česká republika s.r.o. and representatives of ORLEN Asphalt Česká republika s.r.o. in contacts with the representatives of vendors and government officials, including between ORLEN Group companies.
2. Gifts may be classified as revenue which is why they are subject to the income tax. In exceptional circumstances the revenue connected with the gift reception may be exempted from tax.
3. No extra consent is required to accept gifts connected with promotion or advertising, the unit value of which does not exceed CZK 500 gross, provided it complies with the stipulated rules.
4. It is acceptable to eat a meal with the vendor's representatives if the value does not exceed CZK 500 per one person, provided:
 - a) They are infrequent and can be offered on a reciprocal basis,
 - b) The person inviting and offering the meal or their representatives participate in the meal,
 - c) No family members, spouse, ascendants, descendants, relatives, direct relatives up to the second degree of affinity of people mentioned in section 1 participated in the meal.
5. Entertainment invitations are permitted, deemed to mean sports events, theatre performances, concerts or other cultural events up to the value of CZK 500 gross, provided:
 - a) They are occasional and can be offered on a reciprocal basis,
 - b) The person offering the ticket also intends to participate in the event.

6. The following are permitted and not deemed to be a gift: invitations to any events, training or workshops organised by the inviting party who shall be the host, provided the participation in the event is free.
7. The following advertising gifts are permitted: e.g. ball pens, notebooks, diaries, other small objects, whenever possible with the vendor's logo, with the unit value not exceeding CZK 500 gross.
8. The following rules should be obeyed when deciding to accept the gift:
 - a) Rule of fair intentions of the donor
 - The circumstances, the fact of offering and the nature of the gift are aimed solely at building or strengthening business relations or as a sign of courtesy.
 - Giving the gift shall not be aimed at exerting any adverse impact on the recipient and their objective business decision making process.
 - The gift is not offered when the recipient participates in a decision making process, the beneficiary of which can be the donor or a person connected with them.
 - b) Legality rule
 - The type of the gift and the circumstances of granting it do not violate any good manners as well as any national, foreign and international regulations.
 - c) Proportionality rule
 - The unit value of the gift belongs to the permissible limit and conforms to the standards accepted in a given case.
 - The gift is offered infrequently and in connection with a specific occasion.
 - The gift offered cannot impose any obligation on the recipient or pretend to do so.
 - d) Transparency rule
 - It is not permissible to accept any gifts which can cause the recipient's embarrassment with their value or the sense of the necessity to offer a reciprocal action or the willingness to conceal the fact of receiving such a gift from a superior and colleagues.

9. It is not permissible to accept any gifts fulfilling at least one of the below-mentioned conditions:
 - a) The gift has the form of cash or cash equivalent;
 - b) The gift is inappropriate;
 - c) The gift acceptance is incompliant with the anti-corruption policy in force in ORLEN Group companies or in the vendor's;
 - d) The gift acceptance circumstances indicate the donor expects to receive a reciprocal act or result in an obligation;
 - e) The gift, the acceptance of which may result in the emergence of the conflict of interests;
 - f) The gift acceptance is conditional on the value of the achieved parameters connected with the cooperation level;
 - g) The gift is offered before the business relations are started, unless it is aimed at presenting the core activities of the party.
10. When accepting any gifts abroad, the tax provisions of these Rules shall apply solely in the scope which the Polish tax law applies to.
11. For tax purposes, when offering the gift, the donor shall inform the recipient of the value of the gift received.