

The state-owned enterprise Česká pošta, s.p. (hereinafter referred to as "Czech Post" or "CP"), as the postal licence holder, provides universal postal services. Its mission is to be a trustworthy provider of services in the area of mediating information, payments and goods via both traditional and electronic means. Czech Post has established a compliance management system including ethical standards of behaviour and conduct binding on all employees, both towards customers and in business or other contractual relationships. This Code of Conduct for Czech Post's Contractors contains the basic values and standards of conduct recognised by Czech Post.

It applies to any contractors who have won a public contract and contractual partners whose products or services are sold by Czech Post through its outlets or in any other way (hereinafter referred to as "Contractors"). It is a part of the contract made by Czech Post and the Contractor. Czech Post expects its Contractors to observe and promote the same values and standards in their activities. They should also make reasonable efforts to apply the same standards to any entities (subcontractors) they use to perform the contract made with Czech Post.

Czech Post expects its Contractors to observe these rules and principles:

Legislation - The Contractor complies with any applicable laws and regulations; operates in accordance with generally accepted principles and standards in the area of internationally recognised human rights, social responsibility, and responsible attitude to the environment.

Human rights - The Contractor treats every person with respect, decency, and compliance with fundamental human rights in accordance with any applicable laws, EU regulations, and international treaties.

Non-discrimination - The Contractor neither uses nor tolerates any form of discrimination.

Employee relationships - The Contractor provides adequate working conditions including a safe work environment, working hours, and wages in accordance with labour law. The Contractor guarantees the right to association and collective bargaining, abstains from unethical or illegal practices against employees, abides by the prohibition of child labour, forced labour, and also abstains from any form of harassment, intimidation or oppression.

Environment - The Contractor operates safely and responsibly and minimises any environmental impacts in accordance with any applicable environmental protection legislation.

Market behaviour - The Contractor promotes an honest and competitive business environment and declares that it will not engage in public procurement manipulation or other forms of conduct that leads to restricting or distorting competition.

Responsible contractor relations - The Contractor acts responsibly, fairly, and is aware of the impact of its activities on the society, economy or environment and also on its subcontractors, in relation to which it applies fair contractual conditions, sets a reasonable due date of invoices, and makes payments in a proper and timely manner.

Anti-corruption rules - The Contractor does not involve in any form of corruption or bribery, and ensures that business decisions are not affected by any unauthorised or illicit payments or any gifts, trips, or other valuable things including intangible benefits.

Conflict of interest - The Contractor avoids situations where a conflict of interests may arise with the interests of Czech Post or where the interests of both parties are in conflict; if any conflict of interest occurs, the Contractor will report it to Czech Post's ethics line.

Information protection - The Contractor considers any business or financial information relating to Czech Post and its business partners, as well as any personal data, as confidential and ensures its adequate protection from any unauthorised treatment or unauthorised disclosure to a third party.

Privacy - The Contractor respects the right of every person to personal data protection and strictly adheres to the GDPR and other relevant legislation in the handling of personal data.

Protection of property and rights - The Contractor contributes to the protection of Czech Post's property against misuse, theft and destruction, and adopts any necessary measures to protect Czech Post's intellectual property.

Reporting of complaints - Czech Post's ethics line

In the event of a violation of the principles expressed in this Code of Conduct, including by Czech Post employees, the Contractor is entitled to report any actual or suspected events to Czech Post's ethics line personnel at compliance@cpost.cz.

The informer will be guaranteed the protection of identity, and Czech Post will properly investigate all received submissions containing any relevant information.