

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY


CSR nowadays makes a component of our values and principles that provides a framework ensuring that compliance with human rights, business ethics and sustainable environment make essential elements of our business decisions, activities and culture.

Alumina d.o.o has been building its business on the fundamental principle that a long-term success requires endeavor on creating societal values with overlapping interests of the company's workers and the community in which its business operations take place, thus creating the common value of mutual benefits.

Primary goals to be achieved by Alumina doo with its Policy of CSR are as follows:

- Instructing its employees how to adjust their conduct to their work environment, as well as providing them with general guidelines how to solve dilemmas encountered within their work environment.
- Applying such human resources management practices that promote human rights and equal opportunities for employment, work and business development, regardless of gender, ethnic origin and religious affiliation.
- Duty to comply with laws and bylaws as well as the duty to comply with company's bylaws.
- Performing business with professionalism, responsibility, care and consistence, while showing initiative and striving to solve any difficulties or obstacles to work in an appropriate manner in line with planned business procedures
- Compliance with the hierarchy and organizational structure of Alumina doo in acting within limits of one's powers and duties, while one's overall conduct contributes to the efficient functioning of the system
- Confidential information to be treated with responsibility and conscience and to be used in course of work exclusively pursuant to one's powers
- Compliance with the business dress code
- Preserving the value of entrusted assets and protection of Alumina doo's property, by avoiding acts that might threat completeness, integrity and safety of the property
- Nurturing mutual trust and respect among associates and thereby building the basis of quality business relations
- Conduct among employees based on mutual cooperation, trust, fairness, respect of dignity and reputation, personal and professional integrity, avoidance of conflict and active efforts in prevention of conflict situations
- Communication in accordance with business communication culture which implies clear communication with displaying respect for one's interlocutor, as well as using comprehensible terminology
- Acquiring new and perfecting the existing know-hows, skills and abilities of all employees of Alumina doo
- Ensuring safe and healthy working conditions with observance of all safety rules and procedures in the area of occupational health and safety with continuous efforts on process improvement
- In its business performance, taking heed of environmental protection, consumption reduction of raw materials, energy, production processes optimization and reduction of waste
- No employee shall be allowed to take part in activities interfering with or affecting their performance of duties.

Date: 28.02.2023


Authorized person
Zoran Stevanović