

# CHARTER OF ETHICS



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# INTRODUCTION



STX Next is made by people. They create mutual relations and a collaborative environment. We decided to describe the ethos and working culture that developed at STX Next from its inception (2005). We hope that the STX Next Charter of Ethics will strengthen the culture of mutual respect and honesty even more, that it will be a compass facilitating everyday work and will allow to assess what behavior deviates from the accepted norms.

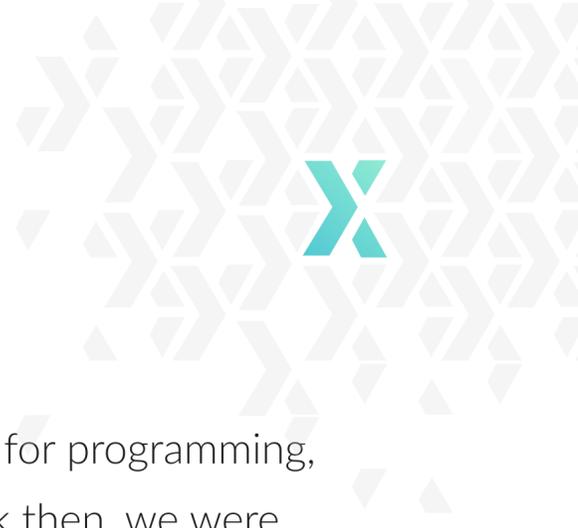
The STX Next Charter of Ethics applies to two groups of people:

- people working directly for STX Next (employees, contractors)
- clients, clients' representatives, suppliers, the local community and other interested parties

The STX Next Charter of Ethics draws its inspiration from the already formed organizational culture, however, it is also based on Polish and international law, including human rights. It also applies to entities cooperating with STX Next, such as subcontractors, suppliers and clients, so when establishing business relationships, we pay attention to whether potential partners also act ethically and in accordance with the law.

Every co-worker of STX Next should act morally, honestly and legally, as well as report any immoral, dishonest and illegal activities and situations which they witness. Regardless of the position held, form of cooperation or location of the branch (also abroad), each of us should take care of the good image of the company and our common success. For this reason, every co-worker of STX Next is obliged to read this Charter and act in accordance with the law and ethics of STX Next.

# A WORD FROM THE CEO

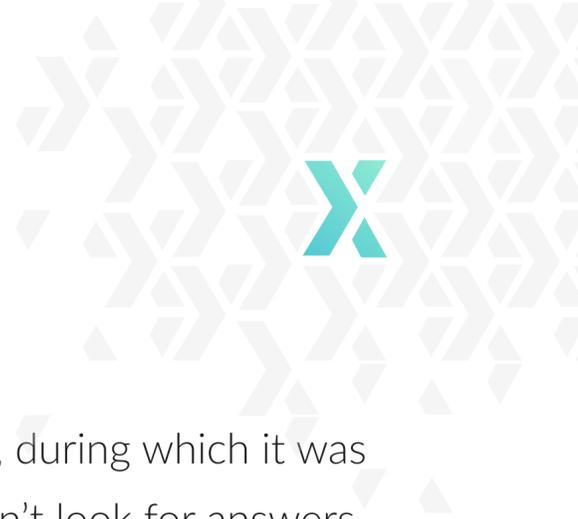


When I founded the company in 2005, I wanted to pursue my passion for programming, while providing our first clients with solid and functional software. Back then, we were working in our first small office, sitting with the entire team at one conference table. The values that guided us at that time are still valid in the company that unites over 400 enthusiasts of new technologies. It is still people, their skills, passion and attitude that come first. For this reason, I have always found it very important to respect each other and respect our diversity, so that we can all work in a collaborative environment and enjoy the important synergy effect of teamwork. This Charter of Ethics is a reflection of what has been shaped in STX Next over the years, which is our ethos and working culture, honesty, and being focused on interpersonal relations.

Over the years I have learned that if you are fair to people and build mutual trust, this approach always has a positive impact on further cooperation. Therefore, I believe that our approach to carrying out our everyday tasks is—simply—good.

**Maciej Dziergwa**

# VALUES OF STX NEXT



At the beginning of 2017, a meeting of the managerial staff took place, during which it was decided to identify the corporate values that govern STX Next. We didn't look for answers to the question "what values would we like to adhere to". What we did instead, was identify regularities resulting from the organizational culture or the attitudes and beliefs of people who have shaped our company so far.

During the meeting, the managers quickly identified areas which define the unique DNA of the organization, which consisted of ensuring high quality of work, teamwork, continuous development, striving for consensus and transparency.

Ultimately, the company's values were given their specific names and defined:

## SOFTWARE CRAFTSMANSHIP

- we create code with real passion
- we always focus on high quality solutions
- we have interdisciplinary teams on board
- we are happy to share knowledge and good practices
- we offer extensive career paths
- we regularly improve our qualifications
- we participate in technology conferences

## TEAM POWER

- we do not work in open space offices
- each team focuses on one client, following the rule: one client, one room, full focus
- we are a partner for our clients
- we apply Agile working practices and adhere to its principles
- we care for good relations in the team through regular team building activities

## CONTINUOUS IMPROVEMENT

- we support the feedback culture
- we have regular Growth Review sessions
- we are not afraid to admit our mistakes

## WIN-WIN

- if a given solution is not beneficial to both parties, we do not adopt it
- we treat everyone as partners
- together we clarify the rules of cooperation

## TRANSPARENCY

- the salary is based on clear rules
- we have regular meetings with the management, we talk to co-workers on an ongoing basis about what is happening in the company

# WORKING CULTURE IN STX NEXT



## THE FOCUS IS ALWAYS ON PEOPLE

Agile values have a great impact on the organizational culture of STX Next. They greatly influence the organization of the software development process, and shape the attitudes of our co-workers. What we always focus on are people and mutual and respectful relations, not rigid procedures. This applies to both employee relations and contacts with people outside the organization, such as representatives of customers, contractors or suppliers.

## ACTING AGAINST DISCRIMINATION

STX Next is built by people of different nationalities, genders, appearances, sexual orientations, worldviews, with different beliefs, opinions and political views. We believe that the strength of the organization comes from the synergy resulting from diversity, therefore we are proud of our pluralism and we respect each other. Any forms of discrimination, exclusion, humiliation, violence, harassment or mobbing are unacceptable.

## EQUAL TREATMENT

The only thing which guides us in the hiring and promotion process is a reliable assessment of competences, skills and qualifications. We relate the assessed areas to standardized criteria. Candidates who participate in the recruitment process are asked similar questions and given similar tasks within the same recruitment stages. Their skills and knowledge are compared with the existing career paths - on this basis, the employment decision is made and the financial offer is estimated.

All STX Next co-workers have equal access to the development budget, training courses, workshops and integration events organized by the company.

# WORKING CULTURE IN STX NEXT



## SAFE WORKING ENVIRONMENT

STX Next provides appropriately adapted workstations, equipped with ergonomic office chairs and desks, as well as - depending on individual arrangements - computers and peripherals. Each STX Next co-worker can use additional common spaces (such as kitchens, dining rooms, chillrooms and others), as well as their equipment. At the same time, we are all obliged to take care of common spaces and entrusted property, protecting them against improper use, damage or theft. If you notice any defects, you should immediately report them to the Administration department - do not assume that it has been reported by another person. In the event of breakdowns, maintenance works and other activities limiting access to the infrastructure, potentially interested co-workers will be notified.

## HEALTH

The issue of our co-workers' health is very important to us. For this reason, our strong recommendation for people who complain of weakness or symptoms of infection is to stay at home. This is especially true if a co-worker suspects symptoms of an infectious disease. All STX Next systems for communication, reporting and software development are available outside the company's offices, therefore it is possible to work remotely when the situation requires it.

It is forbidden to consume illegal substances on STX Next premises.

## INTERNAL COMMUNICATION

At STX Next, we use various instant messengers that allow us to be closer to each other, despite the distance between us. As in the case of face-to-face communication, also in the case of correspondence, there are rules based on courtesy, law, applicable social norms, and mutual respect. Thus, we do not tolerate the dissemination of content that violates personal rights, incites criminal activities, promotes a totalitarian regime, discriminates or incites discrimination, promotes alcohol or intoxicants, violates copyright or industrial property rights, spreads profanity or is offensive.

# WORKING CULTURE IN STX NEXT



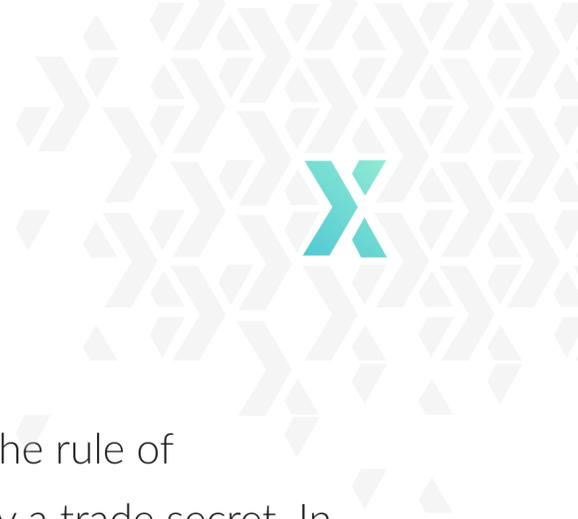
## EXTERNAL COMMUNICATION

The Management Board and the Marketing Department speak on behalf of STX Next via the company's official social media profiles. These are authorized individuals and departments that ensure that information presented on behalf of the company is complete, accessible, and truthful. Although there are people responsible for presenting the official position of STX Next, each of the co-workers may speak publicly on topics related to the organization. However, it should be borne in mind that the opinions presented are those of a given person and do not reflect the official position of STX Next. Such statements, as in internal communication, should be balanced, courteous, objective and not offensive to institutions, individuals or social groups.

## DEVELOPMENT

Working in the IT industry requires constant self-development, so we know how important it is to constantly expand horizons, gain knowledge and new experiences. For this reason, our co-workers have individual training budgets so that they can decide for themselves whether and in which direction to develop. Our co-workers themselves are primarily responsible for development. We organize various forms of knowledge transfer, such as internal training, workshops, hackathons or an annual technology conference. Every co-worker also receives regular feedback from the managerial staff, his or her team or clients in order to set individual goals and to make sure that they constantly develop their skills and soft competences.

# CONFIDENTIALITY



All employees and co-workers in our company are obliged to observe the rule of confidentiality which consists in not disclosing information protected by a trade secret. In particular, this applies to such areas as:

**Details of cooperation with clients**, including the content of contracts, terms of cooperation, but also information on projects and the composition of project teams. We sign an appropriate non-disclosure agreement (NDA) with each client.

**The company's strategy**, which co-workers are informed about during internal meetings, in accordance with the rule of transparency.

**Salaries**. Although we use an open salary calculator inside the company, which allows co-workers to independently calculate their salary in connection with a promotion, we do not publish this data outside the company. Outside of the organization, we use a salary range.

**Interviewing candidates** involves a particular level of trust that the candidates participating in the interviews put in us. Information about job interviews is shared only with those involved in the recruitment process and hiring decisions.

**Details of feedback discussions** should be known to the participants of the discussions only.

As a co-worker, if you come into possession of information that you are not sure is confidential, keep it to yourself.

# OBLIGATIONS OF THE MANAGEMENT STAFF



STX Next managerial staff have a special responsibility for observing the provisions of this Charter, as well as promoting its assumptions among the co-workers, regardless of the form of cooperation, as well as for reacting to any violations of the adopted rules. Respecting ethical principles also applies to interactions with customers and subcontractors.

As we follow Agile practices, we believe in the power of self-organizing teams, therefore, on the one hand, the managerial staff should leave space for teams to act and self-determine, and on the other hand, they should provide them with active support, if necessary.

Transparency is one of the key values of STX Next, therefore the role of a manager is to regularly inform colleagues about the situation in the company, decisions made, internal events and other important aspects of the functioning of the organization.

Looking from the perspective of individual co-workers, managers make sure that they are treated equally, without any signs of discrimination, regardless of the form of cooperation (employees employed on the basis of an employment contract, co-workers, contractors). This applies to areas such as respecting the idea of work-life balance, equal access to training, promotions, pay raises, awarding special distinctions fairly, as well as providing reliable feedback, support for development and assigning to particular teams solely on the basis of skills and value that a given co-worker can bring to the project, regardless of his or her age, gender, skin color, religion, sexual orientation etc.

# COOPERATION WITH CLIENTS

We are proud that we regularly rank high in independent rankings of IT service providers, which is why reliable and trust-based cooperation with our clients is so important to us. We focus on partner relations, transparent communication and constant pursuit of consensus. We decide to accept only such orders which we are competent to execute reliably and with attention to quality and safety, and which we have resources and time for. Additionally, our decision to start cooperation with a client is based on whether they have similar ethical principles to ours.

# COOPERATION WITH SUPPLIERS

Effective cooperation with suppliers who help us achieve our goals on many levels is of great importance to us. For this reason, we base the selection of suppliers on objective criteria, such as quality, price or the availability of products and services. In addition, it is important that suppliers respect our ethical principles and applicable law. It is also important that our cooperation is based on mutual respect and non-discriminatory, and that the rules of confidentiality are observed.

# RELATIONS WITH COMPETITORS

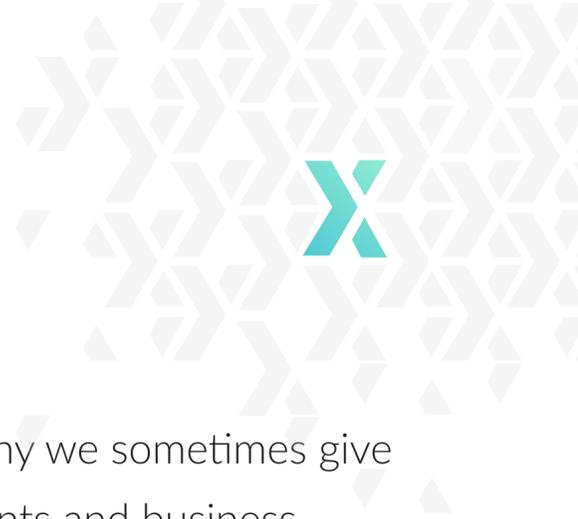


We know that as a software house, we are one of the many companies operating in the IT industry; we do not operate in isolation. As such, we care about good relations with companies which provide services that are competitive in relation to what STX Next offers, as well as about free and fair competition.

We operate with respect for the rules of fair competition and good manners, while focusing on the interests of our clients. What we want to compete with is the quality of services provided, transparency and a partnership approach, expert knowledge, competence and the unique experience of our co-workers. We constantly strive to evaluate, develop and expand the service portfolio, as well as to constantly increase the quality of cooperation with our clients, in order to constantly respond to new market needs.

All persons involved in contact with the client on the part of STX Next are obliged to observe the rules of fair competition and respect good manners, without jeopardizing the interests of other organizations.

# GIFTS AND CORRUPTION



We want to build long-term and friendly business relations, which is why we sometimes give small gifts and invitations to events or prepare small snacks for our clients and business partners. It is a manifestation of hospitality, and its purpose is solely to build a relationship with the other party. Giving a gift may not affect the reliability of the work performed or the decision-making process, and may not endanger the honest relationships established so far, or even give the impression of impure intentions. The value of the gifts given is symbolic and is included in the company's financial statements.

With regard to the internal policy of STX Next, it is forbidden to grant raises, promotions, additional benefits, bonuses and rewards that are unjustified and not supported by business logic. This applies to anyone who works for STX Next, as well as its contractors or subcontractors.

STX Next does not tolerate any attempts of bribery and undertakes to comply with Polish and international law in this regard. Pursuant to the United Nations Convention against Corruption (Journal of Laws of 2007, No. 84, item 563) of October 31, 2003, an attempt to corrupt is construed as a promise, proposal or direct or indirect giving of benefits in order to obtain an action or failure to act, i.e. to fulfill the obligations. The benefit itself may be tangible, intangible, movable and immovable property, as well as documents conferring title to it. STX Next strongly condemns incitement, aiding, commissioning or collusion in order to undertake any attempt of corruption involving, for example, public officials or decision-makers in STX Next.

# SPONSORSHIP

STX Next is constantly developing. We want to constantly increase the awareness of our brand. One of the ways to build greater recognition is sponsorship, which we sometimes use. We support various organizations, foundations and associations in a financial or non-financial way, e.g. by offering educational support or mentoring, while counting on the appropriate exposure of the STX Next brand as a sponsor. We are interested in cooperation with organizations focusing on the IT industry, in particular those that promote work with technologies included in our portfolio.

Decisions regarding sponsorship cooperation are made by the management.

# LOBBYING AND POLITICAL INVOLVEMENT

STX Next is a politically neutral company - the organization as such, as well as its representatives who are authorized to speak on behalf of the company, do not actively support any political movement on behalf of the organization. The company does not provide material or non-material support to political organizations, parties, specific politicians or candidates. We also do not engage in lobbying activities aimed at influencing decision-making processes undertaken by public organizations or officials themselves.

# SOCIAL RESPONSIBILITY AND ECOLOGY



STX Next tries to support the local community by taking part in pro-ecological or pro-animal charitable events. In addition, we are dedicated to promoting programming skills – we organize or co-organize free educational initiatives.

The world of new technologies is full of many opportunities that we want to use to the maximum while acting in a pro-environmental manner. We limit the number of prints to the necessary minimum, focusing on digital documents. We choose energy-saving equipment and devices, and segregate waste.

## VIOLATING THE PROVISIONS OF THE CHARTER OF ETHICS

The STX Next Charter of Ethics applies to all persons and entities cooperating with us, i.e. employees, contractors, co-workers, subcontractors, but also suppliers, customers or other organizations that we cooperate with. We are dedicated to cooperating with people and institutions that act ethically, share similar values and which, above all, act in accordance with applicable law. For this reason, violating the provisions of this Charter of Ethics will have consequences up to and including termination of cooperation, in the event of serious and gross violations.

Any violations of the provisions of the Charter of Ethics should be reported to the Head of Recruitment & Employer Branding.