

Workplace Management Policy (5S)

We utilize the 5S system with the aim of achieving conduct of all our activities in a lean, high quality and safe manner. We create and maintain suitable work environment. We have adopted a policy with the motto:

**A well organised and orderly workplace saves resources
and keeps our employees safe**

We fulfil this elementary motto by concentrating on the following fundamentals:

1) Work environment for high quality, safe and lean production

- We identify necessary and useless items in the workplace, and we eliminate operations, tasks, supplies, tools, etc. that are without value added.
- We clearly designate a place for all items and have all items in their place hence eliminating wastage of time.
- We order and clean our workplaces and related equipment and furnishings in order to eliminate risks and errors.
- We standardise matters pertaining to working environment and its organization. To this end we also utilise visual means and we respect the "3 NO's" principle which includes:
 - NO - to useless things, NO - to mess and disorder, NO - to dirt and soil
- We continuously act to positively effect our employee's self discipline, we will not allow any concession from agreed upon principles. On the contrary we endeavour to continuously improve the system, processes and procedures.

2) Communication on matters concerning work environment

- a) We communicate with our employees on our 5S policy and we also inform our clients of it.
- b) We lead and educate our employees to responsible conduct towards their work environment. The aim is to achieve that our employees recognise the said principles as a tool for achieving excellent results in a thrifty manner.

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Executive Director

In Turnov on 7 April 2015

