



## Policy of Good Conduct

Extract

Effective: 23<sup>rd</sup> of November 2020

The company's Policy of Good Conduct **outlines the expectations in regards Wizz Air Employee's behaviour at work, as well as behavior towards their colleagues, business partners and overall organization**. Wizz Air is committed to conducting business with honesty and integrity, and believes in doing things differently and better, and therefore created the special **"WIZZ experience"**.

Wizz Air has achieved remarkable things in a short period of time, and it would not be possible without its employees and customers, doing things in a particular way – the **WIZZ Way**. The key to the Wizz Way of doing business is: **integrity** – open, straightforward, fair and honest with everyone.



The Wizz Way is more than just compliance – it is about a **culture**, which is hard-working, and a culture where respect should be demanded and expected by everyone.

### **1. No discrimination or harassment:**

Wizz Air attempts to maintain a workplace with mutual respect, and accordingly **any discrimination or harassment will not be tolerated or prohibited**. Any act of breaching this policy contributes to undermining trust and integrity of the employment relationship.

### **2. No alcohol and drugs at work:**

Wizz Air expects its employees and those of its business partners to be fully focused on their work. It



goes without saying that **anyone under the influence of illegal drugs at work will be subject to disciplinary actions**; and being impaired by alcohol while at work is also prohibited.

### **3. The use of WIZZ's IT systems:**

**Company's employees have access to WIZZ's IT and other systems** to allow them to perform their job properly – **by this they agree to comply with WIZZ's IT policies**. The system is not private and can be accessible at any time by WIZZ. Therefore Employee shall not use the system to receive, transmit or store any materials that are offensive or obscene, and should use Internet access primarily for business purposes. The use of the Internet can be monitored in accordance with company's policies.

### **4. Communication:**

For internal communications Employee shall keep in mind that every electronic message leaves a trail and he should be selective of the information he shares and the language that he uses.

**For external communication only authorized personnel can act as a representative of the Company**. Besides this, all communications have to secure the company's integrity and employee behavior's should be in line with Wizz Air's aligned and professional communication.



### **5. While doing business:**

Integrity is also the key Wizz Air does its business, and all Employees shall keep in mind **legal compliance and anti-corruption policies** while conducting business.

Wizz Air strongly believes that **competition is good for the market and for its customers**. Therefore it seeks to comply with all applicable anti-trust laws.

As organization operates in a very competitive industry environment it is important for Employees to know how to protect WIZZ and themselves. **All information** that they obtain during the course of their work or any information related to the Company, Third Parties, customers or suppliers **shall be kept confidential and should not be disclosed**.

### **6. Conflict of Interest:**

Wizz Air expects its Employees to employ their highest personal ethics and integrity in order to serve the company's business interests, and expects them to **prevent any situation where personal interests may appear to conflict** this.

### **7. Reporting:**

WIZZ believes that in order to continue integrity of its business there shall be an effective reporting line for its Employees. **If Employee suspects any breach of this policy, then should feel free to raise his concerns, and report it to the relevant personnel**.

### Whistleblowing programme:

***Employee may consider it more appropriate in certain situations to make his report anonymously.*** He may do this by logging into WIZZ's external webmail site. It is an entirely anonymous service and Employee cannot be traced. The mailbox of this website is regularly checked by the Group Chief Corporate Officer and/or the General Counsel, who are the only members with an access to it.



### 8. Office etiquette:

***All Employee shall use the office and all shared areas with respect and courtesy,*** and expected to maintain all shared items in a good condition. Within the company there are specific rules how to handle a Visitor, and if Employee notices someone who he does not know shall feel free to ask the person or inform the Security Guards or Company Security.

The Policy of Good Conduct also outlines certain etiquettes regarding meetings and the use of the meeting rooms within the office.

In case of ***non-compliance to the Policy of Good Conduct person shall be subject to disciplinary actions and/or civil and criminal prosecution.*** Deliberate violation or serious non-compliance to this policy that led to damage to the Company, its brand or reputation as well as non-reporting about known serious non-compliance or any of the policies referred in this policy are subject to termination of employment and/or civil and criminal prosecution.