

GK Processing Code of Ethics

The GK Processing Code of Ethics is a document that states the set of values shared by all the company employees and management with the aim of upholding the highest level of business conduct.

I

Safe Working Environment

GK Processing established internal regulations that guarantee the adequate working conditions for all the employees:

- just labour conditions under which all employees are granted the fairly distributed salaries, benefits and perks;
- all employees are given equal opportunities;
- workplace free of discrimination and harassment;
- the right to freedom of association of the employees;
- the workers are eligible to express their opinion;
- prohibition of employment of underage employees;

II

Trust & Confidentiality

The company applied the procedures which ensure the confidentiality for employees, clients and partners:

- The personal data of the employees are protected and stored in the ethical way. They can not be disclosed without the consent.

- The employees are expected to refrain from discussing other employees' or company's business in public.
- All the clients and partners are granted the confidentiality of the information and data that GK Processing has access to .
- The social media and electronic sources of communication are treated with a special diligence. The messages that are viewed as confidential are protected from disclosing. The impolite or insulting messages are banned under the company law.

III Integrity

In order to promote reputable and honest conduct GK Processing Antibribery Policy was implemented and it is an integral part of the company regulations that must be obeyed by all the company employees.

It strictly forbids :

- offering bribery or participating in any corruption scheme in a direct or indirect way;
- accepting or receiving money or other advantage in unlawful way;
- facilitation payment to the governmental officials in order to secure an administrative activity;

All the professionals involved in the company must avoid any actual or potential conflicts of interests and must refer from financial, personal or business situations that can interfere with the interest of the Company. In case such situations appear in the company, there are internal procedures that lead to eliminating the conflicts.

The company advocates the rules of fair competition in the market. It does not involve in any illegal forms of agreement such as: price-fixing, market sharing, bid-ragging etc. The sensitive commercial information of the clients and partners is protected and can not be misused.

IV Lawfulness

This is the GK Processing priority to act in accordance with the law:

- The company is committed to prevent any fraud within the company or by the company. Any behaviour intended to deceiving or misleading resulting in personal illegitimate gain is strictly forbidden under the company law.
- The regulations preventing money laundering are the integral part of the company policy.
- The company is committed to pay all social contribution and taxes with no delay. The tax evasion is roundly condemned.

V Competence & Accountability

GK Processing is focused on having good business records which confirms the company reputation as a reliable and trustworthy supplier. The provided services are of high quality and in tune with the most recent technological findings. The company professionals are determined to provide clients with the project performed within the designated timeframe and with the use of the most adequate geophysical solution