

KOMA'S SOCIAL RESPONSIBILITY



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1. KOMA MODULAR s.r.o.

We are a company of a modern European type, which produces modular structures.

Our modular structures consist of individual prefabricated modules installed on prepared plots. They are unique for their fast implementation, attractiveness, mobility and price.

The KOMA buildings can be exactly as you want them to be.



2. THE COMPANY MISSION, VISIONS, VALUES AND RULES

2.1 MISSION

- Helping the people and enriching the world.

2.2 VISION

- Development and efficient manufacture of smart, simple and high-quality modular KOMA sets.
- Becoming a company with the happiest employees.

2.3 STRATEGY

- Production and offer of products and services different from the competitors
- Preference of turnkey deliveries and accompanying services
- Innovation of the products and development of modular structures
- Using the latest technologies in production
- Preference of long-term cooperation with the customers

2.4 RULES AND VALUES

- We focus on what we are good at
- We consider cooperation outside and inside the company the basis of success
- We do not avoid dealing with unpleasant facts and can accept responsibility for erroneous decisions
- We are always critical and distrustful of factors that rouse a feeling of certainty and success, because we know that today's success produces tomorrow's failure.
- We compare ourselves with the best in the world, always taking the best and trying to improve it
- If we deal with a problem or a change, we know that we must: want, start, endure, accomplish and maintain
- We set ourselves demanding goals even though we know that the idea is simple, but implementation is difficult
- We respect our customers, colleagues, people around us as well as ourselves.
- We contribute to the fact that the competitive milieu that we enter is honest and in harmony with dominant values of the society.



3. QUALITY POLICY OF KOMA MODULAR S.R.O.

Koma Modular is a stable and economically successful company not only on the national market, but especially on the markets of the European Union. The company seeks to maintain this position and consolidate it through products delivered in high quality, fulfilling the customers' complete satisfaction.

The quality of products and services and environmental protection are our top priorities. Systems of integrated management pursuant to EN ISO 9001 and EN ISO 14001 have been introduced and certified as an integral component of the company management.

The essence and purpose of our Integrated Management System (IMS) is to provide a qualitatively high-value product while observing principles of production rationalization. This is achieved by permanent organization of individual components of production and increased efficiency of work procedures, which ensure healthy motivation.

Consequently, our employees are consistently made to work so that they are responsible for the qualitative and environmental requirements.

As one of the first purely Czech companies involved in modular construction, Koma Modular introduced a certified management system ISO 9001 as early as in 2002. Together with the other management systems, it guarantees 100% checking of all operations and activities in each phase of our manufacturing process.

To meet the quality requirements, it is necessary to correctly adjust, document and improve the management system together with the internal processes. Koma Modular initiates processes that help to meet requirements for the ever-growing quality of the final products and services and creates favourable conditions for efficient process management and linear management in all areas.

To improve the processes, we use a system of project committees, which can affect the resulting product at the beginning of the contract, when it is possible to positively affect the resulting product, or at its end, when new findings can be applied in the following contracts, thus contributing to improvement and increased efficiency on all working levels.

Work with feedback from the individual sources is equally important. For us, information from production, assembly, etc. has the same qualitative and conclusive value as a feedback from a potential warranty claim. We actively work with all sources and gradually incorporate them in our procedures.

Our main virtue is the ability to adapt to the market requirements in production of modular structures and maintain the demanded quality. We have established foundations stones of modular objects like modular kindergartens and schools in the Czech Republic and set the qualitative parameters with these buildings, which we continually improve.



We organize architectonic competitions for young architects focused on new progressive projects, which help to develop and increase requirements in the field of quality and impacts on the environment. We are leaders in popularization of modular buildings in the Czech Republic.

A constant dialogue with the customer that results in our ability to move individual boundaries in preparation or implementation of a contract is an equally important factor that determines the standard and quality of our modular buildings.

By constant improvement of management systems and good practice, Koma Modular exerts long-lasting efforts in removing non-conformities and potential weaknesses. We check fulfilment of the preset parameters and requirements during evaluation of the management system.

3.1.1 Obligatory principles for all Koma Modular employees:

- The customer is always right
- A happy customer is the main indicator of the quality of our work
- We do our best to improve our customers' satisfaction by quality of the products and services. We monitor and evaluate this activity
- The customer is the source for the construction, design, production, sale and strategy of the company
- Our employees are personally responsible for the quality of their work. They know their rights and obligations and are aware of their responsibility to Koma Modular
- We achieve quality of the processes by their definition in standards, constant monitoring, evaluation and improvement
- Quality is produced in the process, never in the quality department

3.2 ATTITUDES OF KOMA MODULAR TO THE ENVIRONMENT

The geographical location of our company in the heart of the Vizovice Highland, lined with the Bratřejůvka stream on one side and the large peaks of the Vizovice Highland with the dominant Klášťov on the other, commands us to treat the environment with care and gradually reduce ecological burden arising from our operations.

We inspect and evaluate all effects of our activity on the environment and constantly seek to minimise the negative impacts. We introduce new, environmentally friendly technologies and processes. We follow all rules of environmental protection.



All working procedures and the related activities performed in our company are in accordance with legal standards and demands of the state administration of the Czech Republic.

We create the working procedures so that they minimize the amount of waste and lead all our employees to ecological conduct in the workplaces.

When determining technical and technological processes and selecting new materials, we ensure that their application has no negative impacts on the environment. We demand active approach to environmental protection from our new as well as the permanent suppliers.

When building new manufacturing plants, we are careful to inflict the minimum possible environmental load on the surrounding landscape.

Operations such as press rooms or welding shops, which could have a negative impact on the surrounding environment, are located in new and reconstructed buildings that minimize spread of noise and, together with construction of these plants further away from residential zones, contribute to higher standard of living of the surrounding population.

We use renewable energy sources, thus reducing dependency on external sources and at the same time ecological impacts on the society. Rainwater from the roof of the canteen and the locker room is used in the toilets.

Two 20kW photovoltaic power plants supply some of the power necessary for operation of our production facilities.

We do our best to keep constant order in all our workplaces.

Equipment of our paint shops meets strict emission standards in all requirements and we guarantee its correct operation by regular inspections.

Our products, which can be simply relocated with minimum costs after achieving their societal needs, are in themselves a model of low strain on the environment.

We have elaborated internal procedures for management and sorting of the wastes, which we regularly review. We hand all reusable material for further utilization by sale in second-hand building stores or for recycling.



3.2.1 Principles of environmental protection in Koma Modular:

- We observe legislative requirements connected with environmental protection
- We promote efficient use of energies
- We continuously and purposefully reduce negative impacts of our company on the environment and will continue to do so in the future. It particularly concerns the content of VOC in the painting system
- We actively search for and use materials harmless to the people and the environment
- We gradually remove old ecological loads in our premises
- We spread the awareness of environmental protection among our employees and partners
- We use ecological sources of energies

3.3 SOCIAL RESPONSIBILITY OF KOMA MODULAR S.R.O.

KOMA MODULAR s.r.o. pursues the following goals and principles within its social responsibility:

- We feel social responsibility towards our employees, customers, suppliers and the society.
- It is based on internationally recognized social, cultural and ethical values, the currently applicable laws and standards and our internal rules.
- Equal opportunities regardless of the gender, religion, ethnic or social origin are important to us.
- We always bear in mind that only a satisfied, motivated and loyal employee can provide first-rate products and services to the customer.
- The development and qualification of our employees is a decisive factor for long-term success. Our aim is to allow continuous professional development to all employees in accordance with the needs of the company, their wishes and personal qualifications.
- Our responsibility towards the company also concerns further education of our customers in direct and indirect connection with our products and services.
- Health and safety of our employees in the workplaces and safety of users of our products is an important requirement.
- Compliance with the applicable legislation in the labour-law, especially regulations laying down the working hours, the working conditions and the minimum wage is our priority.
- Non-financial benefits are becoming an integral part of our employees' remuneration. Through a "motivation programme", the company offers its employees benefits in the form of meal allowances, contributions to life insurance and pension fund, cash coupons, organization of social and sports events, etc. In this way, it seeks to achieve greater satisfaction of the employees, which leads to a better work performance,

stabilisation, lower fluctuations and sickness, better awareness and improved working environment. →

- In an all-societal standard, we promote support of culture, sport and education and support to the socially handicapped or disabled.
- We also pay attention to the company philanthropy and provision of humanitarian aid, which includes numerous forms of donations and investments in various communities such as financial contributions, material gifts, services or lending of a product or property.
- You can find an overview of our activities in social responsibility online at www.koma-modular.cz/

3.4 OCCUPATIONAL SAFETY POLICY IN KOMA MODULAR

Koma Modular realizes that all processes that are connected with production and assembly are subject to risks in the area of occupational safety and health. Occupational safety and health is an important task of the company. Thus, it observes the following principles:

- We pledge that care for occupational safety and health (OSH) is a completely equal and integral part of the company process management systems. OSH is organized and managed in accordance with the company regulations.
- Particular responsibilities for satisfaction of individual tasks in OSH have been determined on all management levels, mainly the company's leading workers.
- The OSH management system also incorporates all persons and entities with whom the company cooperates including contractors, sub-contractors and partner organizations.
- We consistently observe obligations arising from legal and safety requirements related to activities at work
- We pay constant attention to identification and assessment of risks, detect their causes and sources
- We operate and check equipment, mechanical mechanisms, vehicles and forklifts and carry out activities connected with observation of the OSH conditions
- We systematically motivate the workers and increase their professional knowledge and responsibilities in observation of the OSH conditions
- We use and improve the OSH training system and the employees' potentialities for further growth of their professional knowledge and responsibility in relation to OSH, also with the help of external trainers
- We use the evaluated results for further improvement of the OSH system
- We purchase or replace the machinery and vehicles to ensure that provision of occupational safety and health is a priority (e.g. reduction of noise, vibrations,

pollution, higher safety of the operator and protection against emergence of safety risks)

- As regards OSH, we communicate with the public, the local authorities, state institutions, our customers and suppliers.
- Before working abroad, we study regulations and rules of occupational safety in the given country and observe them.
- When working abroad, we keep order and sort the waste according to regulations of the given country.