

A HR-RENT KFT. CODE OF ETHICS



PROHUMAN GROUP

GREETING

We are convinced that providing labor market services entails significant responsibility. The success of our clients' operations and the career development, professional growth, and advancement of the employees working with us—and thus, in the long term, their quality of life—depend on our performance. Therefore, we consider it extremely important that the principles of our company's activities and operations, which we outline in our Code of Ethics, are applied in our daily work and followed by our leaders and employees.

HR-Rent Kft. has more than 15 years of experience in labor leasing and labor mediation in Hungary, Austria, and Germany. The company group supports leading companies with human resources services in the automotive, wood, metal, food, energy, machinery, production, logistics, and electronics industries and is also present in healthcare, real estate investment, and construction. Our company is associated with the Prohuman group, which is among the top 10 employers in Hungary today.

HR-Rent Kft. recognized early on that the quality of human relations formed during its operations is a determining factor in the company's development, and that the values on which the company bases these human relations have a decisive impact on business success. Therefore, it has always strived to integrate these values into its organizational culture, to engage its leaders and employees with them, and to familiarize clients and partners with them. This mindset led to the creation of the company's Code of Ethics, through which we aim to make these values accessible to everyone.

The purpose of HR-Rent Kft.'s Code of Ethics is to collect, in one place, the traditional values that influence the operation of our company, updated in accordance with societal expectations. Our declared goal is that the Code of Ethics assists employees in navigating ethical expectations and provides guidance for principles to follow in daily work.

We continuously update and maintain our Code of Ethics. We strive to ensure that our responses to challenges in the changing market and social environment are based on a unified value system that our employees can follow and apply, which is transparent to our partners and clients, and constructive and forward-looking for both our business objectives and the development of our environment.

The Code is made available on our website to everyone. Its content is communicated to our employees, and we expect our organizational leaders to comply with it and ensure that their subordinates do as well.

We are convinced that consistent representation of these values has been a defining factor in our success to date, and their application will continue to be a key condition for achieving our business goals. We encourage all our employees to adopt the values set out in the Code and to apply them in their work. For any questions or suggestions regarding these values, they should contact their workplace leaders, whom we encourage to address such inquiries with priority.

The management of HR-Rent Kft. attaches extraordinary importance to the implementation of the principles set out in the Code of Ethics and encourages all employees to alert the management if they observe violations or neglect of these principles.



A handwritten signature in blue ink, consisting of stylized initials and a surname.

Jevrem Kutyańcsáńin

Managing Director

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1. INTRODUCTION

1.1. In business, relationships are based on trust. Ethical conduct is indispensable for building trust. The Code of Ethics contributes to this by collecting, in one place, the expectations that HR-Rent Kft. employees, leaders, and collaborators (hereinafter: employees) must follow. The Code contributes to the creation and maintenance of a high-quality corporate culture.

1.2. HR-Rent Kft. provides human resources services to its partners both domestically and abroad. As a significant market player, it is particularly important for us to have a Code of Ethics that compiles generally expected ethical principles for HR service providers and provides guidance for our employees and partners on which ethical principles primarily govern our operations.

1.3. The update of the Code of Ethics is motivated by the need to compile, in one place, the traditional values influencing our company's operations, refreshed and updated in accordance with societal expectations. Our declared goal is for the Code of Ethics to assist employees in navigating ethical standards and provide guidance on principles to follow in daily work.

1.4. We expect adherence to the values we represent from our company's leaders, employees, and contractual partners.

1.5. After familiarizing themselves with the principles and behavioral norms set out in the Code of Ethics, voluntary compliance is a key goal of our company.

2. SCOPE OF THE CODE OF ETHICS

2.1. The Code of Ethics, in addition to applicable laws and internal regulations, defines the generally expected ethical conduct of HR-Rent Kft. employees and the norms of conduct that serve the company's interests. Compliance with these does not exempt employees from knowledge of and adherence to laws and detailed internal regulations.

2.2. The Code of Ethics applies to all leaders, employees, and other personnel of HR-Rent Kft. Its provisions should, where possible, also apply to persons, organizations, and businesses with contractual relationships with the company.

2.3. The principles set out in the Code of Ethics apply to every contract the company intends to conclude.

2.4. This Code of Ethics comes into effect on the date of its publication.

3. EXPECTED STANDARDS OF CONDUCT

3.1. Employees are expected to perform their work at the highest professional standard, honestly, impartially, free from undue influence, and responsibly to promote the company's business development and achieve the approved strategic goals.

3.2. In addition, employees must consider their market position in labor leasing, labor mediation, and all related HR services and align their business conduct accordingly. Employees must be familiar with market operations, applicable laws, internal rules, regulations, and practices and perform their duties accordingly. They must respect competitors, business partners, and clients. Special attention must be paid to providing services for individuals, exercising patience, equal treatment, courtesy, and handling sensitive information responsibly.

3.3. To build and maintain the good reputation of HR-Rent Kft., all employees are expected to present the company's merits to outsiders and consistently represent them. Employees must refrain from spreading information that could harm the company's interests or is incorrect. Any such incidents must be reported immediately to direct superiors.

3.4. HR-Rent Kft. supports and follows the ten principles of the UN Global Compact:

Human Rights

1. Support and respect internationally proclaimed human rights.
2. Ensure that business activities do not violate human rights.

Labor Standards

3. Recognize freedom of association and the right to collective bargaining.
4. Eliminate all forms of forced and compulsory labor.
5. Effectively abolish child labor.
6. Eliminate discrimination in employment and occupation.

Environment

7. Support a precautionary approach to environmental challenges.
8. Undertake initiatives to promote greater environmental responsibility.
9. Encourage the development and diffusion of environmentally friendly technologies/services.

Anti-Corruption

10. Work against corruption in all its forms, including extortion and bribery.

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3.5. In accordance with the principle of equal treatment, our company treats employees, partners, natural person clients, and their groups with the same respect and consideration, taking individual circumstances equally into account. Failure to comply with the principle of equal treatment constitutes a violation of the right to human dignity. Discrimination against employees is not permitted, particularly on the grounds of gender, age, marital status, skin color, national or ethnic origin, religion, political belief, disability, or sexual orientation. While respecting this principle, we provide services and prohibit all forms of discrimination.

3.6. All employees are expected to avoid conflicts of interest. In employment, a conflict of interest refers to any potential interest conflict related to employment or acquiring ownership in a company that is incompatible with the employer's economic objectives and business interests, and that does not arise from the employment relationship. If a situation arises that could harm or jeopardize the company's economic interests, market position, or operational interests, it is legally impermissible. This includes employment with another employer or employment of relatives. Even in specific tasks, situations that prevent impartial work—such as decision preparation and decision-making—must be avoided.

3.7. Employees' civic, political, and social—primarily voluntary charitable and social—commitments are welcomed, provided they do not harm the interests of the HR-Rent Kft. community. Relationships with and participation in civil organizations representing societal interests are respected and recognized. Employees engaged in these activities do so as private individuals; their societal and political views do not represent the company. Such a perception must not be created. Employees exercise political rights freely and according to their beliefs, and no advantage or disadvantage may arise in the workplace from this. Political or religious advocacy activities are not allowed during working hours or at the workplace. The company's name and resources must not be used for individual political engagement. These activities must not create the impression that the company supports any party or political orientation.

3.8. Reports and internal records must be reliable and legally compliant. Accurate internal records form the basis for reports prepared for owners and authorities and are essential for well-founded internal decision-making. Therefore, all company records must be maintained in sufficient detail, accurately, up-to-date, and honestly reflect the events.

3.9. Regarding information protection, employees must not disclose or transmit business secrets or other protected information obtained during their work to unauthorized internal or external persons. Strict rules also apply to personal data protection and processing, which must be known and followed by all employees.

3.10. Leaders are expected to treat their teams and subordinates as partners, supporting and monitoring their work, workload, and development. Leaders are responsible for work organization, supervision, and creating a positive work environment. Employee evaluations must be objective, and conflicts must be addressed firmly. Leaders must not abuse their position. Leaders are responsible for introducing the Code of Ethics to their teams, demonstrating compliance by example, and helping employees interpret and act according to the Code.

3.11. Our company is committed to active and fair market competition and compliance with applicable competition law. Fair competition promotes better prices, wider selection, higher quality, and innovation. Strategic decisions are made independently, and employees must not engage in discussions or agreements with competitors that could limit competition. Only publicly available information may be used regarding competitors. Our participation in professional associations complies with the law and does not target anti-competitive objectives.

3.12. In procurement and public procurement, we commit to lawful and fair bidding. Bids are prepared according to our business criteria without undue influence. Decisions to participate are made prudently, considering resources. If awarded a contract, the company performs according to the tender and contract conditions.

3.13. We are committed to rejecting corruption, which threatens legal certainty, undermines fairness, hinders economic development, distorts competition, and endangers societal moral stability. Corruption in any form is incompatible with our ethical principles and operations. HR-Rent Kft. rejects all forms of corruption, does not offer bribes, and does not accept them. Professional relationships with partners, the state, and public administration must not involve illegal advantages (e.g., money, excessive gifts, loans, discounts, travel, personal benefits). Employees must avoid situations that may imply bribery and report suspicious cases to their direct superior. Normal business gifts and invitations (meals, receptions) are acceptable; expensive or extravagant gifts or invitations are prohibited.

3.14. Efficient resource management and property protection are key principles and must be combined with responsible management. Respect for others' intellectual property, including copyrights, patents, and trademarks, is required.

3.15. Environmental awareness guides our operations. Work organization considers environmental impacts, aiming to minimize harm.

3.16. Employees are expected to align with the company's declared values and goals. Work hours must focus on company tasks. Employees are expected to continuously develop skills and knowledge for the company's benefit. Excellent performance is essential to our business success, and the company supports employees who contribute through expertise and diligence. Employees must protect and enhance the company's reputation, be professional, client-oriented, and courteous in external interactions. Alcohol or drugs are prohibited during work. Respect, support, teamwork, and openness must characterize workplace interactions. Workplace harassment is strictly prohibited.

3.17. Internal communication must support efficient cooperation. Company communication tools are to be used appropriately. Respect colleagues' work time and provide only necessary information. Withholding information to obstruct others is prohibited. Avoid personal or offensive messages. Workplace relationships must be characterized by mutual respect and consideration. Small commemorations should occur outside working hours.

3.18. External communication must be truthful, accurate, clear, objective, and timely. Avoid spreading information that harms the company's reputation or interests.

4. FURTHER USEFUL INFORMATION

4.1. Guidance: If, after carefully reading the Code of Ethics, an employee is unsure about the expected conduct in a situation encountered during work, they may consult their direct supervisor for further information and advice.

4.2. Investigation: Investigation of violations or omissions of ethical norms is a priority. The company takes firm action against anyone violating the Code, regardless of their position. Any gaps in internal regulations discovered during investigations will be promptly corrected or supplemented.

4.3. Approval and familiarization: The principles of the Code must be an integral part of daily work for all employees. Leaders play a key role by setting an example and ensuring that all subordinates know and apply the Code. Tools for familiarization include access to the Code in the internal electronic system and providing it to new employees during onboarding, either in print or electronically. The full text of the Code is also available on the company's website.

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Publication of the Code: The Code must be published in a manner customary at the company, easily accessible to all stakeholders. The full text is available in HR-Rent Kft.'s internal electronic system.

Pécs, 28 October 2025

A handwritten signature in blue ink, appearing to be 'JK' followed by a long horizontal stroke.

Jevrem Kutyańcsáńin
Managing Director