

## The Workplace Layout and Cleaning Policy (5S)

We use the **5S** system in selected workplaces with the goal of achieving savings and ensuring quality and safety. We create and maintain a suitable work environment. We have therefore adopted a workplace layout and cleaning policy with the motto:

**A work environment located in well-arranged and clean workplaces contributes to product quality, saves money and protects our employees**

We ensure compliance with this motto by concentrating on the following principles:

### 1) A work environment for high quality, safe and lean manufacturing

- We identify any essential and unnecessary items in the workplace and we eliminate any operations, tasks, inventory, tools, etc. which are without added value.
- We unequivocally assign places to all items and we put all items in these places and in doing so we eliminate any wasted time.
- We clean and tidy the workplace and its equipment and in doing so we eliminate risks and errors.
- We standardise matters in the work environment and the cleaning thereof. For this, we also use clear visual aids and we respect the "3 NO" principle including  
NO – to unnecessary items, NE – to disorder, NE – to dirt
- We permanently support our employees' self-discipline and we do not allow them to gradually give up on the adopted principles, but we endeavour to further improve the system, the procedures and the work methods.

### 2) The communication of work environment matters

- a) We share the **5S** policy with all our employees and we inform all our clients about it.
- b) We guide and educate our employees to act responsibly with regard to the work environment. The goal is to ensure that our employees understand that the stated principles are a tool for achieving excellent performance in an economical manner.

Ing. Miroslav Šebesta  
the Managing Director