

 LIETUVOS GELEŽINKELIAI	AB Lietuvos geležinkeliai Safety management
Code of ethics for the employees of AB Lietuvos geležinkeliai group of companies	No. P/FN13/LTG/1 Version 02

APPROVED by:
Decision No. PRO-VLP(LTG)-16/2023
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of August 11th, 2023

CODE OF ETHICS FOR THE EMPLOYEES OF AB LIETUVOS GELEŽINKELIAI GROUP OF COMPANIES

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1. Introduction

1.1. The code of ethics for the employees of the AB Lietuvos geležinkeliai Group of Companies (hereinafter referred to as the Code of Ethics) establishes the basic principles of employee behavior, which aim to ensure honesty, transparency and reliability in the LTG Group of Companies. The Code of Ethics in the LTG Group of Companies promotes a culture of behavior based on trust, transparent and open relations, which avoid conflicts of public and private interests, cases of giving and receiving inappropriate gifts, and other ethically questionable situations.

1.2. The Code of Ethics is derived from the strategies of LTG and Business Units, the values of the LTG Group of Companies and complements the policy and other documents of the LG Group of Companies. The LTG Group of Companies expects employees to observe ethical behavior at work in the performance of their functions, outside of work, employees should avoid situations in which their unethical behavior could be associated with the LTG Group of Companies and could damage its reputation.

1.3. The Code of Ethics applies to employees and members of collegial management bodies, interns or interns of the LTG Group of Companies.

1.4. Employees should follow the principles of the Code of Ethics when communicating with each other, as well as with customers, contractors, partners, employees of state and municipal institutions, organizations, the media, etc.

2. Concepts

2.1. In this Code of Ethics, the following terms mean:

Concept	Definition
Worker	A natural person who has undertaken to perform a work function for remuneration in accordance with an employment contract with an employer. A person who has an employment contract with one of the companies of the LG Group of Companies
Gift	Material (cash, checks, coupons, etc.) or other personal benefits (hospitality, services, promises, privileges, discounts, gifts intended for consumption, etc.) to which the employee has no private right and which gives him/her a better material or non-material position. This also includes benefits received by third parties, such as relatives, acquaintances, etc.
EU	The European Union
Conflict of Interests	A situation where an employee of the LTG Group of Companies, while performing duties, performing functions or an assignment, must make a decision related to his/her private interests/participate in making it or execute an assignment.
Corruption	Behavior of individuals that does not comply with the authority granted to them, the standards of behavior established in legal acts or internal rules of companies, in order to benefit themselves or other individuals and thus harm the interests of the state or individual natural or legal persons.
RL	the Republic of Lithuania
Incitement to Hatred	This is the public dissemination (oral, written) of information (ideas, opinions, known incorrect facts) that mocks, disparages, incites hatred, incites discrimination, violence, physical violence against a group of people or a person belonging to it because of gender, sexual orientation, race, nationality, language, origin, social status, faith, belief or opinion.

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Concept	Definition
AB Lietuvos geležinkeliai Group of Companies (LTG Group of Companies)	A group of companies consisting of LTG and its directly and indirectly controlled legal entities
Business unit	A company belonging to AB Lietuvos geležinkeliai Group of Companies
LTG	AB Lietuvos geležinkeliai

2.2. Other terms used in this Code of Ethics are understood as they are defined in the Law of the Special Investigation Service of the Republic of Lithuania, the Law on Prevention of Corruption of the Republic of Lithuania, the Labor Code of the Republic of Lithuania, the Law on the Coordination of Public and Private Interests of the Republic of Lithuania.

3. General Principles of Employee Ethics

3.1. The LTG Group of Companies adheres to the following ethical principles:

3.1.1. Leadership of Managers:

The managers of the LTG Group of Companies assume the responsibility, through their responsible behavior and daily work, to create a corruption-resistant environment based, above all, on the principle of the supremacy of the interests of the LTG Group of Companies, as well as respect for employees, partners and other persons, promote the principles of ethical activity in order to ensure the transparency and reliability of LTG companies' activities.

The managers of the LTG Group of Companies respect the basic rights of their employees, treat them honestly and respectfully, provide emotional support to the employee, do not tolerate psychological violence, bullying, create a positive atmosphere in the team, an environment based on employee loyalty to the LTG Group of Companies, promote the best use and development of employees' abilities, and also provide equal opportunities for everyone in the professional field.

3.1.2. Legality:

When performing their duties, the employees of the LTG Group of Companies adhere to the principle of supremacy of laws and other legal acts, act within the limits of the granted powers and do not exceed them, are familiar with the internal legal acts regulating their functions and/or responsibilities.

The employees of the LTG Group of Companies, in situations that are not discussed in this Code of Ethics and other internal legal acts, act in accordance with the values of the LTG Group of Companies, as well as the norms of behavior accepted in society.

The employees of the LTG Group of Companies do not tolerate illegal actions of colleagues and other persons, do not carry out illegal instructions, and they are reported through the LG group's Trust Line.

3.1.3. Fairness and transparency:

The employees of the LTG Group of Companies make decisions impartially, thoughtfully and objectively, and do not abuse the responsibilities given to them.

The employees of the LTG Group of Companies are loyal to the LTG Group of Companies, basing their decisions on the principle of the greatest benefit to the LTG Group of Companies. The decisions of the employees are not motivated by personal relationships and interests. The employees do not use their positions or authority to seek financial or other personal benefits and/or privileges for themselves and their relatives.

The employees of the LTG Group of Companies are personally responsible for the negative consequences of their activities, failure to achieve short-term and long-term job goals.

The employees of the LTG Group of Companies use working time, tools, financial and material resources only to perform their direct duties, except for cases where other use is regulated by internal documents.

3.1.4. Respect for the person and the state:

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The employees of the LTG Group of Companies respect people, their rights and freedoms, avoid any form of discrimination (racial, national, gender, sexual orientation, due to age, physical disability, political views, philosophical worldview or religious beliefs).

Public mockery, contempt, promotion of hatred or incitement to discriminate against a group of people or a person belonging to it on the basis of age, gender, sexual orientation, disability, race, skin color, nationality, language, origin, ethnic origin, social status, faith, beliefs or opinions will not be tolerated, as well as public incitement to violence or physical confrontation with a group of people or a person belonging to it according to the specified characteristics.

The expression of views in support of international war crimes and war, as well as views in support of countries to which international sanctions for war or other actions have been applied, in the workplace or outside of the workplace (including e-space), during work or non-work, in a work-related or non-work-related environment, is not tolerated (Drawing, displaying, etc. of the flags or signs based on the flag or emblem, flags, signs or uniforms of Nazi Germany, the USSR or the Lithuanian SSR, the Nazi swastika, the Nazi SS sign, the Soviet hammer and sickle sign, the Soviet red five-pointed star sign, symbols of totalitarian or authoritarian regimes, such as Z, to promote military aggression being committed or having been committed, crimes against humanity being committed or having been committed, and war crimes, etc.). The employees of the LTG Group of Companies communicate politely, regardless of the individuals' personal characteristics, financial or social background, and evaluate their colleagues based on their work results. In this way, the employees contribute by their behavior to the creation of a friendly working environment that respects human dignity and ensures equal opportunities.

The employees of the LTG Group of Companies respect the private life, views, beliefs, psychological safety and physical integrity of others.

The employees of the LTG Group of Companies take into account the expectations of their customers, partners and other persons, and base their relations with them on respect, honesty, professionalism, mutual trust, fairness, and compliance with obligations.

Violation of the principles of Respect for the person and the state provided for in this subsection is considered a gross violation of work duties.

3.1.5. **Management of conflicts of interest:**

Candidates for certain positions of the LTG Group of Companies submit a candidate's declaration in the selection process in accordance with the procedure established by legislation, in which they indicate whether there are any data or circumstances that could create a conflict of interest for their future positions.

The employees of the LTG Group of Companies avoid situations that may lead to conflicts of interest.

The employees of the LTG Group of Companies declare their public and private interests in accordance with the procedure established by the Law on the Coordination of Public and Private Interests of the Republic of Lithuania and internal legal acts.

The employees of the LTG Group of Companies, in accordance with the procedure established by internal legal acts, inform the direct manager about the conflict of interest that has arisen and abstain from the preparation, consideration or adoption procedures of decisions that may cause a conflict of interest.

The employees of the LTG avoid situations where people close to them work in that unit (department, etc.) or work area. The employees and persons close to them do not work in positions that are directly subordinate to each other or in positions where the employee and a person close to him/her could make decisions regarding each other.

When meeting with external stakeholders (business representatives and/or civil servants), it is recommended that at least two representatives of the LTG group of Companies attend the meeting.

3.1.6. **Protection of personal data and confidential information:**

When collecting, using and storing personal data, the employees of the LTG Group of Companies comply with the personal data protection legislation of the EU and the Republic of

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Lithuania, as well as the internal procedures and policies of the LTG Group of Companies. The employees of the LTG Group of Companies protect personal data as much as possible from accidental or illegal destruction, loss, alteration, disclosure without permission or illegal access to them both inside and outside the LTG Group of Companies.

The employees of the LTG Group of Companies protect the commercial (production) secret of the LTG/Business Unit and other confidential information that they learn in the course of their duties, they do not disclose or transfer this information to unauthorized persons.

The employees of the LTG Group of Companies do not directly or indirectly use the knowledge obtained from the internal processes of the LTG Group of Companies for personal purposes.

The employees of the LTG Group of Companies continue to keep the commercial (production) secrets and confidential information of the LTG/Business Unit, which they learned while working in the LTG Group of Companies, outside of working hours and after the termination of the employment relationship, and do not disclose it to the public, as far as this does not contradict the regulation of the storage of confidential information provided for in the Labor Code of the Republic of Lithuania.

3.1.7. **Resistance to corruption:**

The employees of the LTG Group of Companies do not tolerate any form of corruption, neither directly nor indirectly offer, give or allow bribes, nor do they ask for or accept them.

The employees of the LTG Group of Companies do not accept, give or demand gifts or other hospitality that could influence the making of objective and impartial decisions.

The gifts accepted by the employees of the LTG Group of Companies meet the requirements set out in the internal legal acts of the LTG Group of Companies.

4. Final Provisions

4.1. The employees of the LTG Group of Companies are encouraged to report about possible violations of this Code of Ethics, criminal acts planned to be committed, being committed or having been committed within the group, possible illegal actions or omissions of the employee(s) of the LTG Group of Companies, improper performance of duties or failure to perform them, abuse or other actions by an employee(s) of the LTG Group of Companies with signs of a criminal offense of a corrupt nature to the LTG Group of Companies Trust Line in the following ways:

- By calling the free Trust Line (8 5) 269 3600;
- By e-mail prevencija@bekorupcijos.lt;
- In the "Corruption prevention" section of the LTG website at <http://www.litrail.lt/korupcijos-prevencija>, by leaving a message.

4.2. The Code of Ethics and any amendments hereto shall be approved by the Board of AB Lietuvos Geležinkeliai.

4.3. The Code of Ethics review and update is initiated and coordinated by Business Resilience.

4.4. The Code of Ethics applies to the extent that it does not conflict with the laws of the Republic of Lithuania and/or other valid legal acts.

4.5. The Code of Ethics is reviewed at least once a year and updated as needed.

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5. Annex to the Code of Ethics for Employees of the LTG Group of Companies

RECOMMENDATIONS REGARDING ACTIONS OF A CORRUPTIVE NATURE OR OTHER SITUATIONS OF NON- TRANSPARENT BEHAVIOR

RECONCILIATION OF PUBLIC AND PRIVATE INTERESTS

#

To ensure the supremacy of public interests, candidates seeking to hold relevant positions of the LTG group of companies, the list of which is approved by the General Director of LTG, and for which the reliability check is applied to the Special Investigation Service of the Republic of Lithuania (hereinafter – SIS), must submit a candidate declaration in the prescribed form during the selection process, and the employees of the LTG Group of Companies must submit declarations of the employee's private interests in accordance with the procedure and means established by legal acts, avoid conflict of interests and act in such a way that there is no doubt that such a conflict exists.

#

The declaration of private interests is submitted on the **VTEK website in the PINREG system** (declarations must be submitted by persons, employees of the LTG Group of Companies, holding positions specified in the Law on the Coordination of Public and Private Interests, namely: *LTG/Business Unit Management Chairpersons, Board Members, LTG/Business Unit General Directors; Heads of Departments/Functions; entities participating in the procurement process: chairpersons of procurement commissions, commission members, procurement initiators, procurement organizers, procurement experts, employees performing simplified procurement.*

Other employees who have a stationary computerized workplace and who are not obliged to submit such a declaration in the PINREG submit declarations of private interests in the self-service module of the LTG Group of Companies My LTG.

If a conflict of interest arises when the employee is performing duties, making decisions or performing other functions, the employee must withdraw from such duties, decision-making or performance of functions.

If a conflict of interest arises when an employee participates in the activities of a working group, commission, meeting or other similar activity where decisions are made

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collegially, the employee:

- Must verbally inform the chairperson of the working group, commission, etc. about a possible conflict of interest, if there is no chairperson – to the highest (deputy chairperson) person in terms of position;
- Leave the room where the meeting of the working group, commission or other similar activity is held, or log out if such an event is held remotely, and do not participate in the preparation of a decision or consideration of an issue that may lead to a conflict of interest.

The chairperson or the highest person in terms of position must ensure that the fact of withdrawal is properly recorded in an appropriate document, such as minutes, to indicate who withdrew and for what reason, when they left and when they returned to the meeting room/rejoined the event.

#

The employees performing the prescribed duties must submit a declaration of private interests on the VTEK website in the PINREG system or in the self-service My LTG within the prescribed period:

- **30 days after starting the relevant duties** (such as the head of the company or the head of the department);
- **before the start of participation in procurement procedures before starting to perform specific functions** (e.g. procurement initiator or chairperson (member) of the procurement commission).

Withdrawal is submitted with a notice on withdrawal in the employee self-service My LTG/Other services/Notice of withdrawal.

In order to understand the basis of withdrawal, it is recommended to assess the probability of the employee's conflict of interest. It is considered that there is a high probability of an employee's conflict of interest if, in the course of his/her duties, in the performance of his/her functions, he/she has to deal with issues related to:

- Family (relatives) or own business;
- Owned shares of companies or enterprises (parts, shares);
- Professional activity – work in other companies, institutions or organizations, individual employment (authorship contracts), etc.;
- Membership, connections and positions in companies, institutions, organizations or foundations;
- Financial or moral obligations (debts) to other persons, other civil relations;
- Gifts and services received from or given to other persons;
- Hostility (disputes or competition) towards other individuals or groups;
- The work of close persons in the LTG Group of Companies.

When assessing whether it is appropriate to withdraw, it is also recommended to take into account the prevailing court practice:

- For the classification of the violation, it does not matter that the relevant decision is prepared and/or adopted by one person or a group of persons, because the responsibility arises for each person with respect to whom there is a conflict of interest, who contributed to the adoption of such a decision.
- It is not necessary to determine that private interests were realized at the expense

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of public interests, it is sufficient that the person did not fulfill the obligation established in Article 11 of the Law on the Coordination of Public and Private Interests to withdraw from participating in the preparation, consideration or adoption of decisions that cause a conflict of interests.

- A withdrawal brought against a person may not be accepted, but the person who is in a situation of conflict of interest must fulfill the obligation by declaring the withdrawal.

TREATMENT OF GIFTS

#

LTG applies a zero gift policy, which means that employees, while performing their functions, have no right to directly or indirectly accept and give gifts, except for specified cases, and all gifts, regardless of their value, are registered in the Gift Register.

#

Employees are allowed to accept and give the following three types of gifts while performing their duties:

A gift according to the international protocol (such as albums, miniatures, books, sculptures, etc).

Gifts that are given and received according to established traditions

- Gifts on the occasion (e.g. flowers, cards, chocolate, etc.)
- Invitations to cultural, economic and other events during an official visit, when it is aimed at establishing contacts and/or strengthening cooperation based on the interests of the group
- Business lunch, dinner during an official event or visit, when it aims to establish contacts and strengthen cooperation
- Representative gifts with symbolism (e.g. calendars, books, model train, etc.)

Gifts as services:

- Invitations to events if the events are open/free to all participants
- Seminars, conferences, training courses, to which the LTG group sends and covers the participation costs
- Regular, non-exclusive meals during business meetings (e.g. coffee, tea, cookies)
- Meals (e.g. snacks, buffet lunches) when attending an official event related to the group's activities

#

Employees are prohibited from accepting and giving the following gifts (regardless of their value) while performing their duties:

- Tobacco products

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- Alcoholic beverages
- Cash
- Gift vouchers, gift coupons
- Other items or services that can be understood as encouragement or remuneration for work being performed/having been performed, functions being performed, decision made or other favor seeking

#

If you received a gift, gave it or refused to accept it, you must register this fact in the Gift Register within 5 working days. You can access the register in My LTG self-service Gift Register.

You must not register gifts given/received by employees on the occasion of LTG Group holidays, during LTG Group internal events, awards or other similar occasions, as well as when employees exchange gifts for birthdays, anniversaries, weddings, births of children or other similar occasions not related to decision-making in relation to each other.

Once you've received a gift according to an international protocol or a representative gift (applicable only when receiving a gift) and registered it, consider what it's worth. If it does not exceed 50 Euros (including VAT), the employee keeps the gift himself/herself. When its value exceeds 50 Euros (including VAT), the gift usually becomes the property of the LTG Group of Companies, must be accounted for and, within 10 working days of registration, transferred to the employees responsible for Business Resilience. The commission will decide on the realization of such a gift – destruction, display, giving to charity or, after assessing the nature of the gift, it will decide to return it to the employee for use.

It is recommended that the employee, when deciding on giving/accepting a gift, takes into account the following important circumstances:

- Applicable practice of giving/receiving gifts and the adequacy of such actions (whether it is normal and appropriate practice);
- The appropriateness of the event, its nature, participants;
- The actual circumstances of giving (time, place, method, reason, etc.);
- The relationship between the giver and recipient of the gift; the circumstances, whether the gift is personal or intended for everyone; any possible liabilities after receiving the gift;
- Periodicity, frequency of giving (it is recommended to avoid regularly receiving permitted gifts from one person and, accordingly, regularly giving gifts to the same person).

In case of uncertainty regarding the treatment of gifts, consult with the responsible employee of Business Resilience.

INTERNAL MESSAGE CHANNELS

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#

Current or former employees of the LTG Group of Companies or persons related to the LTG Group of Companies through contractual relationships (consulting, contract, internship, practice, volunteering, etc.) may report a possible criminal act, an administrative offense, official misconduct or violation of work duties, as well as gross violation of mandatory norms of professional ethics or other violation of the law posing a threat to the public interest or violating it, which he/she learns about from his/her existing or previous employment relationships or contractual relationships with the LTG Group of Companies.

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The confidentiality of the information received is ensured, and the information is analyzed by two appointed employees of Business Resilience. The information is not provided to the reporting person's manager. Information about possible criminal acts is forwarded to the prosecutor's office for consideration.

#

Information may be provided:

By e-mail praneseju.apsauga@litrail.lt; prevencija@bekorupcijos.lt

See the [memo](#) for more information.

OTHER ACTIONS TO ENSURE TRANSPARENCY

#

In the LTG Group of Companies, any form of corruption and any other illegal actions are not tolerated, and it is committed to take targeted preventive measures in order to prevent manifestations of corruption and other illegal actions. The employees must take steps to identify a potentially corrupt or other criminal act or other fact of illegal behavior.

#

How to act after receiving an offer to accept a bribe:

- Do not accept a bribe, regardless of its value.
- If there is an opportunity, make an audio, video recording of the conversation.
- Clearly state and show the bribe giver with their behavior that they do not tolerate criminal acts of a corrupt nature.
- To clearly warn the person offering such an illegal reward about the criminal act of a corrupt nature committed by him/her, the possible consequences (possible pre-trial investigation, criminal liability) and demand the immediate cessation of such actions.
- Warn the bribe giver that the employee's direct manager, the department responsible for corruption prevention (LTG Business Resilience), pre-trial investigation institution (police, SIS or other pre-trial investigation institution tasked with investigating certain criminal acts of a corrupt nature) will be informed about the offer of a bribe, if possible, prevent the bribe giver from leaving and urgently inform the direct manager, LTG Business Resilience Manager or the pre-trial investigation institution by phone.
- Until the pre-trial investigation officers arrive, maintain your composure, prepare a written explanation about the circumstances surrounding the offer or promise to give a bribe.

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- Until the arrival of the pre-trial investigation officers, act according to the instructions of the pre-trial investigation officers.

#

How to act after receiving an offer to influence another employee to act or not act accordingly:

- Do not accept an offer or bribe for a promise to influence another company employee or person.
- If there is an opportunity, make an audio, video recording of the conversation.
- Clearly state and show the person by their behavior that they do not tolerate such behavior, explain to the person that their actions can be treated as criminal and incur criminal liability.
- Warn the person that he/she must report the proposal to influence another employee of the company to the direct manager, the department responsible for creating a corruption-resistant environment in the LTG Group of Companies (LTG Business Resilience), the pre-trial investigation body (the police, SIS or another pre-trial investigation body tasked with investigating certain criminal offense of a corrupt nature). If there is an opportunity, prevent the bribe giver from leaving and urgently inform the direct manager, the LTG Business Resilience Manager, the pre-trial investigation institution by phone.
- Until the pre-trial investigation officers arrive, maintain your composure, prepare a written explanation about the circumstances of the bribe giving.
- Follow the instructions of the officers until the arrival of the pre-trial investigation officers.

#

How to deal with the assets and other resources of the LTG Group of Companies:

- When performing your work tasks, comply with laws, other legal acts and position descriptions, act only in accordance with the authority granted, and do not abuse the rights granted.
Make considered and legal decisions, ensure the publicity of your actions and decisions and, if necessary, to present reasons for decisions.
Refrain from the preparation, consideration and adoption of decisions or issues that cause or may cause a conflict of interest.
When performing duties, follow exclusively the interests of the LTG Group of Companies, do not seek personal benefits for yourself, your relatives, friends and/or other persons, make only objectively based, impartial decisions that best meet the needs of the LTG Group of Companies.
In situations that are not discussed in the internal documents of the LTG Group of Companies, act in such a way that your behavior corresponds to the values of the LTG Group of Companies, the standards of honesty, transparency and reliability accepted by the society.
- Use your working time, attention and competences properly and only to achieve the goals of the LTG Group of Companies and only in its interests.
Carry out the assigned work tasks during your working time, do not take on work that is not related to the performance of the work task or function.
Adhere to the set work and rest time regime, start and finish work at the set time. If you are late or unable to come to work, or if you want to finish work earlier than scheduled due to personal reasons, inform your direct manager according to the procedure established in the LTG Group of Companies and,

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in certain cases, obtain his/her consent.

- Use the property, work tools, human and material resources of the LTG Group of Companies only for work needs and only in its interests.
Use computer equipment, information systems, connections to information bases belonging to the LTG Group of Companies only to perform direct work functions, as well as for independent learning or activities that are useful for the LTG Group of Companies and about which the direct manager is informed. Do not allow outsiders to use the property (work tools) of the LTG Group of Companies without the instruction (permission) of your direct manager or another authorized person.
Upon termination of the employment contract with the LTG group company, return all assets of the LTG group company entrusted to you (at your disposal) and at your disposal in accordance with the procedure established by the LTG Group of Companies.