

## Code of Conduct

Federnwerk Franz Josef Höppe GmbH is committed to environmentally and socially responsible corporate governance. We expect the same behaviour from all our business partners. We also require our employees to observe the principles of environmental, social and ethical behaviour and to integrate them into the corporate culture. Furthermore, we strive to continuously optimise our business activities, products and services in terms of sustainability and encourage our business partners to contribute to this in the spirit of a holistic approach.

Our Code of Conduct is based on national laws and regulations as well as international agreements such as the United Nations Universal Declaration of Human Rights, the Guidelines on Children's Rights and Business, the United Nations Guiding Principles on Business and Human Rights, and the International Labour Organisation's international labour standards. We expect our business partners to comply with all relevant laws and regulations as well as the requirements of national and international standards.

The partner hereby declares:

### Compliance with laws

- Comply with the laws of the applicable jurisdiction(s).

### Prohibition of corruption and bribery

- Not to tolerate or engage in any form of corruption or bribery, including any illegal offers of payment or similar benefits of any kind to individuals in order to influence decision-making.

### Respect for the fundamental rights of employees

- Promote equal opportunities and equal treatment for its employees regardless of their skin colour, race, nationality, social background, any disability, sexual orientation, political or religious beliefs, gender or age;
- Respect the personal dignity, privacy and personal rights of each individual
- not to employ anyone against their will or force them to work;
- not to tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment or discrimination;
- not to tolerate behaviour (including gestures, language and physical contact) that is sexual, coercive, threatening, abusive or exploitative;
- to ensure appropriate remuneration and guarantee the statutory national minimum wage;
- to comply with the maximum working hours stipulated by law in the respective country;
- to recognise the freedom of association of employees, insofar as this is legally permissible, and neither to favour nor to disadvantage members of employee organisations or trade unions

### Prohibition of child labour

- not to employ workers who are below the minimum age required by law in the respective country.

**Employee health and safety**

- Assume responsibility for the health and safety of employees;
- Mitigate risks and ensure the best possible preventive measures against accidents and occupational illnesses;
- Offer training and ensure that all employees are knowledgeable about occupational safety.

**Environmental protection**

- to observe environmental protection in accordance with the legal norms of the respective country and international standards;
- In order to reduce its impact on climate change, Federnwerk Franz Josef Höppe GmbH assesses its greenhouse gas emissions in accordance with the GHG Protocol in the areas of Scope 1 and Scope 2. The assessment is available on request.

**Supply chain**

- Promote compliance with the Code of Conduct among its suppliers and partners to the greatest extent possible;
- Adhere to the principles of non-discrimination when selecting partners and suppliers and when dealing with partners.

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