

## PRINCIPLES OF COOPERATION

The Code of Conduct for Homanit's business partners<sup>1</sup> is based on the Code of Conduct that applies to our employees (<https://www.homanit.de/>). Our aim is to win and maintain the trust of our customers, employees and business partners through social and responsible actions. Our business is characterised by honesty, integrity and openness. Our cooperation with our business partners is based on partnership and mutual respect. The Code sets down requirements for our business partners with regard to compliance with legal requirements, integrity and ethical standards.

Homanit expects its business partners to comply with the principles and rules set out in this Code of Conduct. The Code of Conduct sets a minimum standard that takes precedence over less stringent national laws. Mandatory national laws take precedence in the event of conflict.

Our business partners must select their own business partners carefully, particularly when it comes to subcontractors or service providers whom they commission in the course of their work for Homanit. They must communicate the principles and rules listed in this Code of Conduct, or rules that are equivalent to them, to their business partners and ensure that these principles and rules are also observed.

Homanit may verify compliance with this Code of Conduct by carrying out audits. In the event of serious violations of this Code of Conduct, Homanit reserves the right to impose appropriate sanctions, up to and including immediate termination of the business relationship, and including the assertion of claims for damages. In the event of minor violations, the business partner will generally be given the opportunity to take appropriate measures to remedy the situation within a reasonable period of time.

Questions about the Code of Conduct must be clarified in good time with the Head of Strategic Purchasing.

Acknowledged and accepted:

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Company stamp

Place and date

Signature

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<sup>1</sup> In the following document, the pronouns "they and their" are used for the sake of comprehensibility and legibility. These pronouns are intended to include everyone, whether singular or plural, i.e. men, women and people who do not feel that they belong to any gender.

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## **INTERNATIONALLY RECOGNISED HUMAN RIGHTS, LABOUR STANDARDS AND SOCIAL STANDARDS**

Homanit expects its business partners to respect, in particular, the principles of the International Charter of Human Rights, the OECD Guidelines for Multinational Enterprises and the International Labour Organisation's (ILO) labour standards and social standards. Irrespective of the equivalence of all human rights, we attach particular importance to

- The right to equal opportunities and the right to non-discrimination
- The avoidance of all forms of child labour and forced labour
- Punctual, regular payment of at least the statutory minimum wage, with comprehensible payroll accounting and a reliable time recording system
- The right to freedom of association, the right to collective bargaining, and compliance with the applicable regulations on working hours.

Homanit is an employer that places great importance on equality, diversity and fair and respectful dealings with each other and therefore expects not only its employees but also its business partners to act accordingly in their business dealings.

Our business partners must respect the rights of others, as well as country-specific and cultural differences, in all business interactions. Business partners shall thus ensure, within their sphere of responsibility, that no employees or other business partners are treated unfairly, favoured, disadvantaged or excluded for reasons relating to race, ethnicity, skin colour, sex, religion or belief, physical constitution, appearance, age, sexual identity or other legally protected characteristics. All forms of harassment are prohibited. Homanit does not tolerate actions that contribute to or support human rights violations.

## **ENVIRONMENT, SAFETY, HEALTH AND QUALITY**

As part of quality management, Homanit is constantly improving its own products and its manufacturing processes in order to avoid errors, further improve safety, and reduce the consumption of energy and raw materials. Against this backdrop, we expect our business partners to use the resources of air, water and soil sparingly and within the framework of the existing legal requirements. Waste must be disposed of in accordance with statutory regulations.

Furthermore, we expect our business partners to comply with appropriate health and safety standards in the areas of occupational safety, plant safety and transport safety. Materials and production-related risks should be reduced in a planned and systematic manner.

At Homanit's premises, all persons must follow the relevant safety regulations at all times in order to avoid endangering themselves and/or others. Our business partners must require their employees to follow these rules.

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## PROHIBITION OF CORRUPTION

We expect our business partners not to tolerate any form of corruption or bribery, and to avoid any conflicts of interest that may lead to a risk of corruption. Business and personal relationships with Homanit employees must be made transparent to Homanit, in cases where these could lead to conflicts of interest.

In the course of their work for Homanit, our business partners may issue or accept invitations only if these are socially reasonable and appropriate with respect to their financial value and the function and position of the persons involved, and are not made in anticipation of impermissible consideration or other preferential treatment and do not violate the applicable law. The same applies to the acceptance, promise or granting of gifts, gratuities or other benefits of any kind. Invitations or other gratuities – regardless of their value – may only be promised, granted or accepted if even the suggestion of intentional or actual influencing of decision-making processes is excluded. Gifts of cash, shopping vouchers or other means of payment are not permitted.

Within the context of the award of contracts by Homanit, it is forbidden to exert any undue influence on employees, business partners or third parties who work directly or indirectly for Homanit.

Our business partners must comply with all relevant antitrust and competition law regulations; in particular, they must not make any agreements or arrangements that influence prices, conditions or customer relationships, especially participation in tenders, and must never exchange competitively sensitive information.

## DATA PROTECTION

Homanit uses the possibilities of exchanging electronic data with its business partners for its own business purposes and for future innovative applications. When handling the personal data of employees and business partners, Homanit therefore protects and respects the personal rights and privacy of the data subjects. We expect the same behaviour from our business partners.

In addition, we consider all types of knowledge, expertise, annual and company reports, cost overviews, formulas, strategy papers, market assessments, and all information about customers, suppliers and employees to be particularly worthy of protection. Business partners may pass on information to third parties only with the consent of Homanit and in accordance with the statutory provisions and any existing agreements.

## **EMBARGO LAWS, TRADE SANCTIONS, EXPORT CONTROL**

International business activities may present challenges under the applicable trade sanctions and embargo laws. Commercial embargo laws and regulations generally prohibit companies located in a particular country from conducting business in another specific country. We expect our business partners to always act in compliance with all the applicable laws, rules and regulations relating to embargo laws and trade sanctions.

## **TAXES AND MONEY LAUNDERING PREVENTION**

We expect our business partners to comply with the applicable laws that prevent money laundering and the financing of terrorism. Money laundering means that revenues generated illegally are disguised and introduced into the legal economic and financial cycle.

Payments from and to Homanit in cash are prohibited.