

## Sustainability guidelines for suppliers and service providers of PROFACTOR GmbH

### Introduction

PROFACTOR GmbH has expressly set itself the goal of managing the company in an ecologically and socially responsible manner and also makes this claim to its suppliers and service providers. We see a common understanding of ethical and sustainable behavior as the basis for business success.

All suppliers and employees of PROFACTOR GmbH undertake to comply with the following points of these guidelines and to demand the same from their own sub-suppliers/service providers.

### Working conditions

#### Human rights

All work must, without exception, be carried out in compliance with internationally recognized human rights (which include civil and political rights as well as economic, social and cultural rights).

#### Prohibition of forced labor and free choice of employment

Forced labor, slave labor or comparable work may not be used. All work must be voluntary and without any threat of punishment. The employee must be able to terminate the activity or the employment relationship at any time. Psychological hardship, sexual and/or personal harassment, humiliation or human trafficking must not take place.

#### Prohibition of child labor

At no stage of production or service provision are employees employed who have not yet reached the minimum age required to perform work under the applicable national legislation.

#### Fair wages, salaries, working hours and social benefits

Every employee receives remuneration in line with market conditions and performance, whereby the respective statutory minimum wage must be observed as the absolute minimum. Working hours must comply with industry standards or applicable laws. Overtime is only possible on a voluntary basis, but only for a maximum of 12 hours per week. At least one day off must be granted after six consecutive working days.

#### Prohibition of discrimination/equal opportunities

Unequal treatment of employees is not permitted unless it is based on the requirements of the job. This applies, among other things, to discrimination based on gender, national, ethnic or social origin, skin color, disability, political or religious conviction, health status, ideology, pregnancy, age or sexual orientation. The personal dignity, personal rights and privacy of individuals must be respected.

### Health and safety in the workplace

A safe and hygienic working environment is ensured through the development and application of various occupational safety systems. Necessary precautionary measures are taken to prevent accidents and damage to health that could result from the work. Employees are also regularly trained and informed about safety measures, safety standards and health protection measures. Excessive mental or physical strain must be prevented.

### Freedom of association and the right to collective bargaining

The right of employees to form and join organizations of their choice, to engage in collective bargaining or to strike must be respected. In cases where this is restricted by law, alternatives of an independent and free association of employees for the purpose of collective bargaining must be granted. Founding, joining or membership in any organizations must not lead to discrimination.

## **Ecological sustainability**

### Environmentally friendly products

The environmental protection standards of the respective market segment must be met by all products created along the supply chain. This includes the complete product life cycle as well as all materials used. Chemicals and any other substances that could pose a risk if released into the environment must be identified. A hazardous substance management system must be set up so that these can be safely handled, transported, stored, reprocessed or reused and disposed of using suitable procedures.

### Environmentally friendly production

Optimum environmental protection must be ensured in all phases of production. This includes a proactive approach to minimize or even avoid the consequences of accidents that could have a negative impact on the environment. The application and further development of energy- and water-saving technologies is of particular importance, which is characterized by the use of strategies to reduce emissions, reuse and recycle.

## Compliance and ethical business conduct

### Fair competition

The standards of fair business activities, fair competition and fair advertising must be complied with. The applicable antitrust laws must be applied.

### Data protection/confidentiality

All applicable data protection laws must be complied with. Comprehensive protection of personal data must be guaranteed. No processing of personal data may be carried out without legal authorization.

The supplier's information systems must be adequately protected technically against the theft of confidential information or data of PROFACTOR against unauthorized access.

### Integrity, bribery and avoidance of conflicts of interest

All business activities are based on the highest standards of integrity. All forms of bribery, corruption, extortion, embezzlement and coercion are prohibited and will be prosecuted in the event of any suspicion. Procedures for monitoring and enforcing standards are in place to ensure compliance with anti-corruption laws.

### Intellectual property

Technology and know-how transfer must be carried out in such a way that intellectual property rights or customer information are protected and respected at all times.