# CODE OF CONDUCT

for Business Partners



#### Preamble & Scope

At the Runden Group, including all companies in which the Runden Group is directly or indirectly involved, we hold the sustainability of our actions dear. From our perspective, sustainability is an elementary part of our company's purpose.

The Runden Group and its supply chain play an important role in meeting this social, ecological, and ethical responsibility.

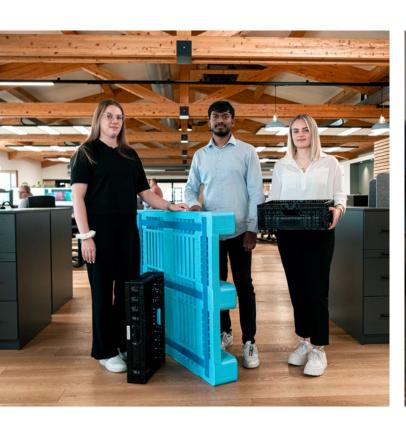
We protect people, the environment, and material goods against technical risks, thereby enabling progress. New technologies are only accepted by people if they pose no dangers. Sustainability, climate protection, and corporate responsibility are crucial for the development of our society. Our actions today and the sustainability of our current economic and lifestyle practices will determine the living conditions of future generations – and companies like ours are obligated to shape the future with this awareness.

The principles outlined in this code of conduct for business partners\* form an essential part of our selection and evaluation process. Furthermore, we expect our business partners to adhere to and implement these standards within their own companies and ensure compliance and implementation of these standards within their own supply chains.

Lison Runden

Lisa Runden

on behalf of the management





# 1. SOCIAL RESPONSIBILITY AND COMPLIANCE WITH HUMAN RIGHTS

We respect human rights, personal rights and the dignity of our employees and all third parties. We respect the right to freedom of association and collective bargaining in accordance with applicable laws and regulations.

The Runden Group expressly commits to complying with applicable law and respects the United Nations Guiding Principles on Business and Human Rights, as well as the rights set forth in the International Bill of Human Rights. Moreover, we align ourselves with the eight fundamental conventions of the International Labor Organization (ILO) and environmental protection

In the event of differences between national laws and international human rights standards, the higher standard must be followed, and in the event of conflicts, the Runden Group strives to respect internationally recognized human rights as far as possible.

We expect our business partners to share these values and to commit to upholding them.

#### 1.1 Prohibition of Forced Labor

We do not accept any form of slavery, servitude, forced labor, and human trafficking within our supply chain. Similarly, debt bondage, contract slavery, or involuntary prison work are not accepted. Practices such as withhol-

ding personal property, passports, wages, employment certificates, or other documents for inappropriate reasons are unacceptable.

#### 1.2 Prohibition of Child Labor

Child labor is not tolerated within our supply chain. Children must not be employed in production or in the provision of any other services. The definition of child labor is guided by the standards of the International Labor Organization (ILO). If local law prescribes a higher legal minimum age for employees or longer compulsory education, the higher age or stricter regulation applies.

#### 1.3 Fair Pay

Compensation must be paid to employees regularly, punctually, and in full in accordance with applicable laws, without exception. It must comply with local compensation laws and at least meet minimum wage laws. Payment and other benefits should enable employees and their families to maintain a decent standard of living. Wage deductions as a disciplinary measure are not tolerated.

#### 1.4 Fair Working Conditions

We expect compliance with the applicable local laws and the regulations on working hours stipulated by the International Labor Organization (ILO). Business partners are obliged to take appropriate measures to avoid excessive working hours and to ensure that working time regulations comply with the applicable legal requirements. Sufficient break times must be ensured.

Physical punishment, threats of physical violence, sexual or other forms of harassment, verbal abuse and intimidation are prohibited.

#### 1.5 Equal Treatment & Inclusion

We expect that equal opportunities and equal treatment of employees are promoted and that discrimination of any kind is strictly rejected. No employee should be disadvantaged or harassed because of gender, age, skin color, ethnic or social origin, sexual identity, disability, religion or ideology, or political opinion. Instead, efforts should be made to provide an inclusive and supportive work environment, placing value on diversity in the selection of employees.

#### 1.6 Health Protection & Occupational Safety

We expect strict compliance with the applicable local legislation, regulations and standards on health and safety at work. Violations of these are not acceptable. Employees must be adequately protected from chemical, biological and physical hazards. Everyone in our supply chain should strive to establish and apply an appropriate occupational health and safety management

system (e.g. in accordance with ISO 45001). This should include both the containment of actual and potential occupational safety risks and the training of employees to prevent accidents and occupational illnesses in the best possible way. Employee exposure to hazards from physically demanding work, manual handling of materials through heavy or repetitive lifting, prolonged standing and highly repetitive manual tasks should be identified, assessed, controlled and reduced. We expect our business partners to prepare for possible emergency situations, develop suitable emergency plans and review the effectiveness of these response measures at regular intervals.

This also includes hazards for employees that may result from mental stress at work, for example in the case of persistently high time and performance-related demands or unfavorably designed shift work. Production facilities and other machinery must comply with safety standards and be properly maintained at all times.

We expect all employees and contractors to be provided with a safe and healthy working environment with appropriate facilities and suitable protective equipment. We expect our business partner to always ensure adequate structural, electrical and fire safety in its premises

A safe workplace also includes appropriate sanitary facilities and access to clean drinking water.

#### 1.7 Freedom of Association

In accordance with local laws, employees' rights to freely unite, organize, appoint employee representatives, and collectively bargain must be upheld.

# 2. ECOLOGICAL RESPONSIBILITY

#### 2.1 Consumption of Natural Resources & Environmental Protection

We expect our business partners to identify and continuously reduce their greenhouse gas emissions in their processes and supply chains. Prevention takes priority over compensation. We expect natural resources to be used sparingly and preserved as much as possible. The use of natural resources should be reduced through practices such as material reduction and substitution, community use, maintenance, reuse, refurbishment, and recycling, as well as by changing production processes. Everybody in our supply chain should commit to the constant development and use of green and climatefriendly products, processes, and technologies. Applicable laws and regulations regarding the prohibition and restriction of certain substances in production must be strictly adhered to, with proper labeling for recycling and disposal. Selfinduced negative effects on the environment and climate must be identified and prevented as quickly as possible.

#### 2.2 Eco-Management System

We expect compliance with the applicable local environmental laws, regulations, and standards. Furthermore, everyone in our supply chain should strive to establish and implement an appropriate environmental management system (e.g., in accordance with ISO 14001). Environmental impacts and threats should be minimized, and environmental protection should be established and improved in daily business operations. Upon request, relevant documentation and reporting should be provided.

#### 2.3 Waste, Wastewater & Emissions

Our business partners must ensure compliance with local regulations and laws regarding the origin, storage, disposal, and recycling of waste, exhaust fumes, and sewage. Activities that may have adverse effects on human health or the environment and climate must be appropriately managed, measured, and controlled. The production of waste, wastewater, and emissions should be minimized as much as possible.

#### 2.4 Chemicals

We expect our business partners to comply with all regulations regarding chemicals that pose a risk to people or the environment and to integrate the relevant requirements for handling hazardous materials into their operating procedures. Where possible, chemicals are substituted. Chemicals must be stored, used and disposed of properly. Employees must be instructed on how to handle these substances.

The manufacture of products containing mercury is prohibited. Likewise, we expect that persistent organic pollutants or chemicals that are banned at the national or international level are neither produced nor used.

# 3. ECONOMICAL RESPONSIBILITY

#### 3.1 Ethical Business Conduct

We expect that all commercial decisions and actions comply with applicable laws and that no criminal acts are committed.

## 3.2 Prohibition of Corruption, Bribery, Acceptance of Advantages

We expect that corruption, bribe, extortion, fraud, embezzlement, insolvency offenses, and the acceptance of undue advantages are not tolerated. It is particularly important to ensure that all employees, subcontractors, or representatives do not offer, give, or accept bribes, improper donations, or other inadmissible payments or benefits to customers, officials, or any third parties. We also expect our business partners not to offer, promise, or provide gifts or other benefits to employees of the Runden Group or their close third parties with the intention of obtaining a business advantage. Our business partners are expected to establish an appropriate complaint procedure for their company if required by law.

#### 3.3 Avoidance of Conflicts of Interest

All conflicts of interest in collaboration with the Runden Group must be avoided, meaning that business partners must base their decisions in working with the Runden Group solely on factual considerations and not be guided by personal interests. This is especially true in cases of close personal connections between business partners and employees of the Runden Group. Business partners are required to pro-

actively and promptly inform the Runden Group about any situation that could lead to a conflict of interest, to allow the Runden Group the opportunity to take appropriate action.

#### 3.4 Objectivity in Examinations & Appraisals

We also expect that when providing testing or evaluation services within our supply chain, these are carried out in an objectively understandable, transparent manner, and with the required expertise and professionalism.

#### 3.5 Fair Competition

We expect everyone in our supply chain to compete fairly, comply with all applicable antitrust and competition laws, and neither engage in illegal antitrust agreements nor abuse their dominant position.

Prohibited competition restrictions include anti-competitive behavior and agreements with other providers on prices, other fees, profit surcharges, processing margins, and other price components, payment terms, delivery, and other conditions, payment of cancellation fees or indemnity payments, and profitsharing or other levies, as long as these practices and agreements are not legally permissible under competition law.

#### 3.6 Money Laundering

We expect compliance with domestic and foreign anti-money laundering regulations and the avoidance of transactions that facilitate money laundering.



#### 3.7 Export Right & Right to Control

We expect everyone in our supply chain to comply with the applicable export and customs laws and regulations in all countries in which they operate and to promptly inform us if a delivery or service is fully or partially subject to export restrictions under national law, EU regulations, or other international embargo and export regulations.

#### 3.8 Confidentiality & Data Protection

We expect that all information provided or obtained, especially personal data, be processed exclusively for legitimate business purposes, earmarked and in a manner that ensures appropriate security of the information or personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage, by implementing suitable technical and organizational measures in accordance with current technology standards. We expect compliance with all relevant legal requirements related to data protection and information security.

## 3.9 Protection of Know-How, Patents, Company & Trade Secrets

Everybody in our supply chain respects the know-how, patents, company, and trade secrets of the Runden Group and third parties. Such information will not be disclosed to third parties without the prior explicit written consent of the Runden Group or in any other unauthorized manner. Our business partners will not use confidential information provided to them for purposes other than those for which it was provided, and in particular will not imitate it.

# 3.10 Compliance with the Runden Group "Code of Conduct for Business Partners"

All staff of the business partner must be informed about the content of this code of conduct for business partners and must receive regular training to ensure compliance with these requirements. We expect our business partners to identify relevant risks to comply with this code of conduct and to take reasonable measures.

In the event of a violation of this code of conduct, the Runden Group reserves the right to take action against the business partner, which may include blocking the business partner, requiring the business partner to take appropriate corrective actions, and / or terminating the business relationship.

If a business partner becomes aware of violations or deviations from the Runden Group's code of conduct for business partners within their own company or within the supply chain, these must be reported to the Runden Group immediately and corrective measures initiated.







## Social Responsibility and Compliance with Human Rights

- 1.1 Prohibition of Forced Labor
- 1.2 Prohibition of Child Labor
- 1.3 Fair Pay
- 1.4 Fair Working Conditions
- 1.5 Equal Treatment & Inclusion
- 1.6 Health Protection & Occupational Safety
- 1.7 Freedom of Association

#### 2. Ecological Responsibility

- 2.1 Consumption of Natural Resources & Environmental Protection
- 2.2 Eco-Management System
- 2.3 Waste, Wastewater & Emissions
- 2.4 Chemicals

#### 3. Economical Responsibility

- 3.1 Ethical Business Conduct
- 3.2 Prohibition of Corruption, Bribery, Acceptance of Advantages
- 3.3 Avoidance of Conflicts of Interest
- 3.4 Objectivity in Examinations & Appraisals
- 3.5 Fair Competition
- 3.6 Money Laundering
- 3.7 Export Right & Right to Control
- 3.8 Confidentiality & Data Protection
- 3.9 Protection of Know-How, Patents, Company& Trade Secrets
- 3.10 Compliance with the Runden Group
  "Code of Conduct for Business Partners"

date, seal, signature





Marvin Muche
Chief Compliance Officer
+49 (0)5492 5574 248
m.muche@runden-group.eu



Lisa Runden
CEO/ Sustainability Management
+49 (0)5492 5574 226
I.runden@runden-group.eu

# Runden