

# CODE OF CONDUCT



## PREAMBLE

HAN GmbH & Co. KG, hereinafter referred to as HAN, considers itself part of an internationally interconnected economy and, as an operation at its location, part of the states and societies in which it operates. HAN GmbH & Co. KG adheres to the fundamental understanding of the „honorable merchant“ and acknowledges its responsibility as a company.

- HAN observes the direct and indirect impacts of its business activities on the environment and society and strives to balance economic, ecological, and social interests appropriately.
- HAN acts in accordance with generally accepted values and principles, behaves in compliance with the law, and especially respects internationally recognized human rights and labor standards as outlined below.
- HAN supports the goals and content of the Code of Conduct and, within the scope of its legal and practical possibilities, will make all appropriate and reasonable efforts to continuously adhere to this voluntary commitment at all its business locations.

If existing national regulations conflict with the contents of the Code of Conduct or the national context makes it impossible to fully comply with it, the company will seek ways to nonetheless uphold the requirements of the Code of Conduct as much as possible.

## ETHICAL / MORAL OBLIGATION AND INTEGRITY

HAN pursues only legal business goals and practices. The company maintains business relationships only with reputable partners.

HAN treats business partners and customers fairly and respectfully. HAN respects different legal, economic, social, and cultural backgrounds and the specific conditions of the countries and regions in which it operates. In doing so, HAN respects the laws and regulations of the countries and regions where business activities take place. HAN's corporate actions are always guided by universally accepted ethical values and principles, including integrity and respect for human dignity. HAN supports free and fair world trade.

## CORRUPTION, TRADE CONTROL, MONEY LAUNDERING

HAN rejects all forms of bribery and corruption and avoids even the appearance of it – whether in the form of granting or accepting improper benefits. HAN acts in compliance with applicable import and export control regulations and adheres to legal requirements to prevent money laundering.

## **FAIR COMPETITION**

HAN stands for free and fair competition, does not tolerate anti-competitive agreements, and ensures that the company acts in accordance with applicable antitrust laws. HAN rejects competitive advantages through unfair business practices.

## **HANDLING OF PERSONAL DATA, PROTECTION OF CONFIDENTIAL INFORMATION, AND INTELLECTUAL PROPERTY**

HAN respects the personal rights of its employees, business partners, and customers and complies with applicable legal and regulatory requirements for handling personal data and information security. HAN protects entrusted trade secrets and other confidential information of its business partners and customers from unauthorized acquisition, use, and disclosure, at least in accordance with relevant legal requirements for the protection of trade secrets.

HAN respects the intellectual property of its business partners, customers, and other third parties and ensures that adequate precautions are taken to protect intellectual property rights during the exchange of know-how and technologies.

## **PROTECTION OF CONSUMER INTERESTS**

Where HAN products and services affect consumer interests, appropriate measures are taken to ensure the safety and quality of the products or services. HAN ensures that the products or services comply with relevant consumer protection laws. In the context of information and sales activities, the company considers consumer interests by applying legal requirements for fair business, marketing, advertising practices, and consumer education.

## **ECOLOGICAL RESPONSIBILITY AND OBLIGATION**

The protection and preservation of natural livelihoods concern and obligate us all. With this awareness, HAN conducts its business activities in an ecologically responsible manner and is committed to the goal of a climate-neutral future.

## **PROTECTION OF ENVIRONMENT AND CLIMATE**

HAN takes its ecological responsibility seriously by applying applicable legal requirements and recognized standards for the protection of the environment and climate. The company works continuously to reduce the negative impacts of its business activities on the environment and climate. HAN applies applicable laws and takes appropriate measures that are guided by legal and internationally recognized standards, covering, among other things:

- Proper and responsible handling of hazardous substances, chemicals, and waste, including their disposal
- Measures to reduce or avoid waste
- Minimizing emissions from operations (e.g., wastewater, exhaust air, noise, greenhouse gases)
- Conserving natural resources through measures to save water, chemicals, and other raw materials and promoting the circular economy
- Using climate- and environmentally friendly technologies, processes, raw materials, and products
- Measures to increase energy efficiency and the share of renewable energies in energy consumption at business locations

## **ANIMAL AND SPECIES PROTECTION**

HAN observes the principles of animal and biodiversity protection and aligns its business actions accordingly. The keeping and use of animals must comply with applicable animal welfare requirements and be species-appropriate. The Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) serves as a guideline.

## **HUMAN RIGHTS AND LABOR STANDARDS**

Human dignity is inviolable. Therefore, HAN respects internationally recognized human rights as enshrined in the Universal Declaration of Human Rights of the United Nations. HAN is guided by the internationally recognized labor standards of the International Labour Organization (ILO) as listed below in the Code of Conduct. In all business activities, HAN strives to avoid causing or contributing to human rights violations. HAN expects the same from its business partners and, where necessary and possible, supports its suppliers in this regard.

## **EMPLOYMENT RELATIONSHIPS**

HAN treats its employees with respect and rejects any form of unlawful punishment, abuse, harassment, intimidation, or other degrading treatment of employees. HAN applies applicable labor law in all employment relationships and expects the same from its contractual partners. Employees are provided with understandable information about the essential working conditions, including their rights and obligations, working hours, remuneration, and payment and billing modalities at the beginning of the employment relationship. HAN respects and protects the right of employees to terminate their employment relationship by observing the applicable notice period.

## **REJECTION OF CHILD LABOR AND PROTECTION OF YOUNG WORKERS**

HAN does not tolerate child labor and adheres to the applicable legal minimum age for employment. In any case, HAN does not employ persons under the age at which compulsory schooling ends under the law of the place of employment, and under 15 years. Internships are organized according to legal requirements. HAN expects its contractual partners to have and apply appropriate means to determine age to prevent child labor. If child labor is detected, all necessary measures must be taken immediately to focus on the child's welfare, protection, and development. For persons under 18 years, the rights of young workers must be respected; they may only be employed if it is ensured that working conditions do not endanger their health, safety, or morals or harm their development.

## **REJECTION OF FORCED LABOR**

HAN rejects forced or compulsory labor in any form. This includes any form of debt bondage, serfdom, slavery, or slave-like practices of human trafficking, and extends to all forms of involuntary labor and services that are incompatible with internationally recognized labor and social standards.

## **PRINCIPLES OF REMUNERATION**

HAN applies legal or, where applicable, collective agreement provisions for the remuneration of work. In doing so, HAN ensures that the applicable statutory minimum wage or, where applicable, the collectively agreed or industry-standard minimum wage is not undercut in the payment of employees in the company. HAN does not tolerate wage deductions not permitted by law, including wage deductions as a disciplinary measure.

## **WORKING HOURS**

HAN applies the legal or applicable collective agreement provisions on working hours, including overtime, rest breaks, and leave. In doing so, HAN ensures that:

- The regular weekly working hours plus maximum possible overtime are not exceeded
- Working time regulations are observed

## **FREEDOM OF ASSOCIATION**

HAN respects the right of employees to freedom of association and assembly and the right to collective bargaining and collective agreements.

## **DIVERSITY AND INCLUSION, NON-DISCRIMINATION**

HAN values the diversity of its employees and promotes a working environment that enables inclusion. Therefore, the company is committed to equal opportunities and rejects any form of discrimination and unequal treatment based on national and ethnic origin, social background, health status, disability, sexual orientation, age, gender, political opinion, religion, or belief. HAN adheres to the principle of equal pay for male and female workers for work of equal value.

## **HEALTH AND SAFETY AT THE WORKPLACE**

HAN complies with national and international occupational health and safety standards and ensures a safe and health-promoting working environment (avoiding accidents, injuries, and work-related illnesses) to maintain the safety and health of its employees and third parties.

Herford, July 2024

A handwritten signature in black ink, appearing to read 'R. Niehaus', written in a cursive style.

Ralf Niehaus, Managing Director and Owner