

Code of Conduct

Riensch & Held GmbH & Co KG

Preamble

This Code of Conduct is based on a common basic understanding of socially responsible corporate governance in accordance with the following guidelines. The company assumes responsibility within the scope of its possibilities and room for manoeuvre by taking into account the consequences of its business decisions and actions in legal, economic, technological, social and ecological terms. In this way, the company contributes to the social and economic development of the countries and regions in which it operates.

I. General regulations

1. Scope of application

This Code of Conduct sets out the basic principles of our company's actions, which all company employees are expected to observe. Business partners are expected to have the same basic understanding. It is not intended to create rights in favour of third parties. .

2. Laws, standards and ethical behaviour

The company complies with the applicable laws and standards of the countries in which it operates. It is guided by generally accepted ethical values and principles, in particular integrity, honesty and human dignity.

3. Business partners, authorities and consumers

The company operates in accordance with generally recognised business practices of fairness and honesty. It maintains a trusting relationship with the authorities. Consumer protection standards are observed.

The company avoids conflicts of interest, whether internal or external, if they could improperly influence the business relationship. Unavoidable conflicts are disclosed to the business partner without being asked.

4. Trade secrets

Business secrets of business partners are treated confidentially by the company and its employees. Disclosure of confidential information to third parties or making it publicly available is prohibited. This also applies to company employees after termination of the employment relationship.

5. Responsibility in the supply chain

The company is aware that responsible behaviour within supply chains is becoming increasingly important. When selecting our suppliers, we take into account as far as possible whether they have also committed to acting responsibly and apply either this code of conduct or an equivalent code of conduct.

II Antitrust and competition law requirements

1. Antitrust law

The company is committed to fair competition. Competition-protecting laws, in particular antitrust law and other competition-regulating laws, are observed.

Unauthorised agreements on prices or other conditions, sales territories or customers as well as an abuse of market power are contrary to the principles of the company.

2. Bribery, corruptibility and corruption

The company rejects bribery and corruption and does not tolerate such behaviour.

Employees must ensure that no personal dependencies or obligations to customers or suppliers arise. In particular, company employees may not accept or give any gifts that could reasonably be expected to influence business decisions.

If gifts are customary and polite in a country, it must be ensured that this does not result in any binding dependencies and that the national legal standards are observed.

Violations will generally be punished with labour law measures.

3. Money laundering

The company fulfils its legal obligations to prevent money laundering and does not participate in transactions that serve to conceal criminal or illegally acquired assets.

Before entering into business relationships, the company checks the identity and integrity of its business partners. When making payments to or from business partners, it looks out for warning signs of money laundering. Business processes are documented as required.

III Global guidelines

1. Human rights

The internationally recognised human rights are explicitly and sustainably supported.

Even in the event of disciplinary measures, all company employees must be treated with dignity and respect. Such measures may only be taken in accordance with applicable national and international standards and internationally recognised human rights.

2. Child labour

Child labour and any kind of exploitation of children and young people are rejected. The relevant laws are complied with.

3. Forced labour

Any form of forced labour, debt bondage, serfdom and slave labour or slavery as well as conditions similar to these are rejected. Company employees may not be forced into employment either directly or indirectly through violence or intimidation.

4. Remuneration, employee rights

All employees should receive a fair wage for full-time employment that is at least sufficient to cover basic requirements. Remuneration must be paid in a practical manner (cash, cheque, bank transfer) and a pay slip must be made available to an appropriate extent. The right of employees to freedom of association, freedom of assembly and collective bargaining, insofar as this is legally permissible and possible in the respective country, shall be respected.

5. Working time

Working hours comply with the applicable national law, the industry standard or the relevant ILO conventions. Overtime must be voluntary.

6. Health and safety at work

The national and international regulations for ensuring health and safety in the workplace are complied with. Appropriate systems must be put in place to avoid risks to health and safety.

7. Environmental protection

Riensch & Held observes the goals of sustainable environmental protection. In this context, the company endeavours to use environmentally friendly production methods. In accordance with the principles of the Rio Declaration of the United Nations, the company handles natural resources responsibly.

IV. Ethical and social principles

1. Non-discrimination

Riensch & Held rejects discrimination in hiring or employment, in particular discrimination based on race, ethnic or national origin, skin colour, gender, mental or physical disability, age, creed, affiliation with an employee organisation or other personal characteristics.

2. Harassment

Riensch & Held disapproves of physical, psychological or sexual violence.

3. Freedom of expression

The right to freedom of opinion and expression is guaranteed.

4. Privacy

Privacy is respected.

V. Compliance with the Code of Conduct

1. Measures

Riensch & Held shall bring this Code of Conduct to the attention of its employees in an appropriate manner and at specified intervals and shall ensure compliance with it.

We encourage our employees to report any conflicts with and suspected violations of this Code of Conduct. The points of contact for this are management personnel, the HR department and internal reporting systems.

Riensch & Held reserves the right to check suppliers' compliance with these regulations systematically and on an ad hoc basis. This may take the form of questionnaires, assessments or audits, for example.

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