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## Code of Conduct

**suki GmbH is committed to sustainability in all areas of its business. This includes environmental protection, central human rights, labour rights and the fight against corruption. For this reason, we are also always interested in sustainable and cooperative relationships with our suppliers.**

**We are a member of BSCI and expect our partners to adhere to the BSCI guidelines and beyond.**

**This Code of Conduct reflects the principles that suki sets for itself, but also demands from its partners.**

### **1. Ethics and transparency**

We, suki GmbH set ethics, integrity and transparency as the basis of our actions and cooperation with third parties. Therefore, we make this assumption widely to our partners, who we expect to comply with all applicable laws and act in an ethical and transparent manner and with integrity.

#### **1.1. Compliance with the law and behaviour according to universal ethical values**

You, as our partner, must be aware of the laws applicable to your activity, act at all times in accordance with current legislation, compete fairly by using those mechanisms and tools in the market that respect good commercial faith, and behave ethically at all times. Likewise, you must comply with all applicable laws and regulations relating to economic sanctions or embargoes imposed by the United Nations, the European Union, Germany as well as all applicable local laws and regulations.

Our partners must not engage in unethical practices or conduct which, even if not against the law, could damage suki's reputation and harm suki's interests.


You, as our partner, shall ensure that your employees are aware of all relevant regulations for the tasks you perform and establish all necessary internal controls to ensure compliance with the law and ethical values.

#### **1.3. Measures against corruption, bribery and money laundering**

You, as our partner, will refrain from practices involving corruption in all its forms, including extortion, bribery and kickbacks.

None of our partners may accept, offer or give any gift, present or other improper benefit, whether in the form of cash or other benefits, other than small "goodies" or promotional items, to any of our employees and/or any third party associated with them in the course of any business activity carried out for or on behalf of suki - directly or indirectly - for the purpose of obtaining preferential treatment, or which affects a business relationship based on objectivity and

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It is not permitted for you as our partner to invite suki employees to non-work events, such as sporting or cultural events.

Similarly, our partners must take steps to prevent money laundering in commercial transactions and they must be alert to any signs of a lack of integrity of the individuals or organisations with whom they have relationships that could affect their relationship with suki.

#### **1.4. Grease payment**

Any amount of money or benefits in kind, such as a gift - even a small one - paid as a personal benefit to public officials or employees in the private or public sector to ensure the performance or expediting of routine procedures (customs clearance, building permits, etc.) is prohibited.

For this reason, as a partner of suki, I must:

- Refuse any request for a bribe payment,
- refrain from offering, promising, giving or authorising the payment of a bribe to a public body or private individual, including in support of a political or trade union organisation, at local, regional or national level.

#### **2.3. Conflicts of interest**

You, as our partner, must avoid situations that may lead to a conflict between the personal interests of your employees and the interests of suki and must have mechanisms in place to ensure the independence of the providers' actions and their full submission to all applicable laws in the event of a potential conflict of interest of one of your employees.

### **2. Human rights and work practices**

suki promotes respect for human rights in its sphere of influence as recognised by the United Nations Universal Declaration of Human Rights and adheres to its Guiding Principles on Business and Human Rights. Thus, respect for human rights is a fundamental pillar in the relationship between suki and you as our service provider/supplier, contractors and other partners, which is why suki refuses to work with third parties who do not strictly adhere to the protection and respect of human rights.


#### **2.1. Prohibition on forced labour**

You, as our partner, must take all necessary measures within your company not to permit any form of forced or compulsory labour. This is understood to mean work or service that is required of a person under threat or coercion. Similarly, you must adopt employment practices that are consistent with the principles of the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work.

#### **2.2. Prohibition on child labour**

suki requires you, our partner, to comply with the ILO International Conventions on the Elimination of Child Labour (Convention 182). This means the abolition of all forms of slavery,

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the use and recruitment of minors for illegal activities and prostitution, and the observance of the minimum age for admission to employment set in the respective territory, which may not be below the age at which compulsory schooling ends, but in any case below 15 years (Convention 138).

#### **2.4. Respect of the right of association and collective bargaining**

As our partner, you support the freedom of association and the right to collective bargaining of workers, in compliance with the rules and regulations in force at the time, the exercise of which does not lead to reprisals. In cases where you operate in jurisdictions where the right to organise or freedom of association is not recognised or is illegal, you must provide alternatives for the exercise of this right, always within the legal framework of the country

#### **2.5. Decent work**

As our partner, you must be aware of and comply with all laws and regulations regarding wages and working hours and respect all workers' rights, including: a living wage, overtime pay, social benefits and the right to rest. To this end, an electronic record of working hours must be kept and be available for inspection at any time.

#### **2.6. Equality of opportunity and non-discrimination**

As our partner, you promote equal opportunities and consistently address discriminatory employment and labour practices based on race, colour, gender, sexual orientation, religion, political opinion, national origin or ancestry. You do not permit expressions of physical, psychological or moral harassment or abuse of authority, or other conduct that may result in an environment that is either intimidating or offensive to the rights of individuals, and must treat all employees with dignity and respect.

#### **2.6. No precarious employment**

Workers are only hired on the basis of documented employment relationships in accordance with the law.


#### **2.7. Special protection for young workers**

All workers who are not yet adults must be afforded special protection.

### **3. Protection of the health and safety of employees**

As our partner, you must provide a safe working environment for your employees and commit to complying with all applicable occupational risk prevention regulations. By doing so, you support a culture of health and safety and ensure the protection of your employees. The minimum standards include: Access to drinking water; adequate medical care in the event of an accident and/or illness; appropriate personal protective equipment, if required; risk assessment to prevent occupational accidents and/or illnesses; training and information of employees on

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health and safety; implementation of initial and periodic health surveillance checks; and the provision of sufficient human and material resources to meet all prevention obligations. By following the precautionary principle, you also ensure the safety of all persons who may be affected by the performance of your activities.

### 3.1. Response in the event of risky situations

As our partner, you ensure that any potential risk situation that could jeopardise workplace safety is appropriately identified, reported, assessed and managed. Furthermore, you must minimise potential impacts by implementing contingency plans.

## 4. Protection of information and assets

suki observes the applicable data protection regulations, applies all necessary security measures to guarantee data protection and confidentiality and demands the same care from its partners. suki also expects its partners to respect the intellectual and industrial property rights of suki and third parties.

In relation to tangible assets, suki requires its partners to make appropriate use of the funds and resources made available to you by the company so that you and your employees can carry out your activities.

### 4.1. Security of the information

As our partner, you undertake to ensure the confidentiality and protection of information (mainly personal data) of suki's clients and employees in accordance with applicable laws. Likewise, you will protect the information to which you have access in the course of your professional activities, during and after the business relationship with suki, and treat it as strictly confidential.

You will ensure that information is not disclosed to outside parties without the prior, express and written consent of suki. Your employees will not misuse it. In the case of enquiries from suki, you shall provide truthful and transparent information about characteristics of the products/services you supply.


### 4.2. Respect of intellectual and industrial property rights

Intellectual and industrial property rights of suki and/or third parties must not be infringed. You, as our partner, must ensure this when providing your services or delivering your products.

### 4.3. Protection of resources and assets

Assets that suki makes available to you for the performance of your duties must be handled with care. This means you use them responsibly and limit their use to professional purposes. After termination of the employment relationship, all assets that suki has provided to you for the performance of your professional duties must be returned in the condition in which they were when they were handed over.

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## 5. Supplier relations

### 5.1 Subcontractors

suki expects you our partner to communicate all the principles and requirements described here to your subcontractors and suppliers and also to take them into account when selecting them. You shall encourage your subcontractors and suppliers to comply with the described standards on human rights, working conditions, prevention of corruption and environmental protection as part of the performance of their contractual obligations.

#### 5.1 Monitoring and obligation to provide evidence

Upon request, you, as our partner shall provide suki with all necessary information for an initial assessment correctly and comprehensively within the scope of the self-assessment. You shall also provide any other information that demonstrates compliance with the policy. suki shall monitor the implementation of this policy. You shall inform suki of any findings that are contrary to the principles of the policy.

\_\_\_\_\_  
(Name and function in the company)

\_\_\_\_\_  
(Company name)

\_\_\_\_\_  
(Signature and stamp)

\_\_\_\_\_  
(Date and place)

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