

## **Code of Conduct for staff of MFT Vertriebs GmbH**

### Our compass of values

We, MFT Vertriebs GmbH, are a medium-sized company in a constantly changing society. We love the challenges resulting from it and try to keep up with new developments. But we are also a company with a sense of responsibility towards society, our customers, our staff and our business partners. We are committed to meeting this responsibility by making our daily decisions in accordance with certain ethical, moral and legal standards. This Code of Conduct contains the commitment to these standards, which represent our compass of values. It serves as a guideline and applies to each of us, regardless of his or her position. At the same time, it is the standard that we also require our business partners to have.

**1. Respect and human dignity** We respect human dignity, mind internationally recognised human rights and comply with internationally recognised labour standards. We treat each other with respect and appreciation. We reject any form of unlawful punishment, abuse, harassment, intimidation or other undignified treatment of workers. We abide by applicable labour laws in all employment relationships and expect the same from our business partners.

**2. Prohibition of child labour** We do not tolerate child labour and observe the applicable legal minimum age for admission to employment. In any case, we do not employ persons under the age at which compulsory education ends under the law of the place of employment and under the age of 15. We expect our business partners to take necessary measures to prevent child labour.

**3. Prohibition of forced labour** We reject any form of forced or compulsory labour, including any form of bonded or indentured labour, slavery or practices similar to slavery, human trafficking or other involuntary labour or services that are inconsistent with internationally recognised labour and social standards.

**4. Fair remuneration** We comply with the statutory provisions when remunerating work performed. We guarantee that the wages we pay do not fall below the applicable statutory, fixed or industry-standard minimum wage.

**5. Compliance with working hours** We comply with the statutory provisions on working hours, including overtime, rest breaks and recuperation leave.

**6. Diversity and inclusion, prohibition of discrimination** Our society is diverse and so are we. We value this diversity as an added value and do not discriminate against anyone on the basis of, e.g., national and ethnic origin, social origin, health status, disability, sexual orientation, age, gender, political opinion, religion or philosophy of life.

**7. Fair competition** We pursue only legitimate business goals and practices. Our business partners are serious. We behave in a fair and appreciative way towards our business partners. We respect the different legal, economic, social and cultural backgrounds and circumstances of the countries and regions in which we operate. We prevail in competition through performance and not through unlawful agreements. We do not talk to our competitors about anything that could affect competition. We also do not restrict our business partners in their behaviour towards their competitors.

**8. Prohibition of corruption and bribery** We reject any form of bribery and corruption and even avoid any appearance of it – for example in the form of granting or accepting unfair advantages. We do not accept or offer improper invitations, gifts or payments to others in order to gain competitive advantage. We act in accordance with all applicable import and export control regulations and comply with legal requirements for the prevention of money laundering.

**9. Data protection and confidentiality** We attach great importance to the protection of our trade and business secrets. To the same extent, we protect sensitive data and confidential information entrusted or made available to us by our business partners from unauthorised acquisition, use and disclosure. We respect the privacy rights of our employees, business partners and customers and comply with applicable legal and regulatory requirements for the processing of personal data and information security when handling personal information.

#### **Requirements for our producers, suppliers, cooperation partners and other business partners**

This Code of Conduct not only represents our compass of values, but also describes the expectations we have towards our producers, suppliers, cooperation partners and other business partners in our supply chains. Therefore, when selecting them, it is important for us to know that they either follow our compass of values or apply a comparable code of conduct and expect the same from their contractual partners.