

MEYER&MEYER

Code of conduct.



[meyermeyer.com](https://www.meyermeyer.com)

Meyer & Meyer represents fashion expertise,
quality, respect and credibility.

Driven by passion. Powered by people.

Your fashion partner.

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Foreword



Maximilian Meyer



Peter Schnitzler

What really matters to us.

Dear Meyer & Meyer - Team,

We believe that Meyer & Meyer stands for much more than high-quality services and a successful business. Trust, respect and credibility are the basis of our relationships with our customers, business partners and employees. These are values that we strive to act out each and every day, and we are certain that they are also seen and felt outside of our company. They are also crucial to the image, brand and reputation of Meyer & Meyer. We are committed to a culture based on values, where our business success does not come at the expense of morally and legally sound decisions. We also expect our partners to behave the same way. There is no substitute for an individual's personal integrity and ability to judge a situation. Despite this, we have developed the Meyer & Meyer Code of Conduct to provide some guidance for our entire team. It reflects our beliefs and our internal requirements, and makes a promise to all our partners that we want our relationships with them to be transparent and on an equal footing. We expect our managers to take their responsibilities as role models seriously, to act with integrity and in a legally sound way, and to live and breathe the Code of Conduct. It is also important to us that, in their leadership roles, they help foster an environment where any issues or concerns can be addressed freely, openly and honestly, at any time. We strongly believe that we can only be happy, innovative and successful in our work by creating an environment like this.

The Board of directors



Maximilian Meyer

CSO



Peter Schnitzler

CFO

The foundation: what is par for the course..



Legally impeccable conduct and compliance with the law is a matter of course for us and the basis for all decisions within our entire group of companies.

Jurisdiction & law

„The entire Meyer & Meyer Group complies with all relevant regional, national and international laws.“

All Meyer & Meyer employees have an impact on the reputation and perception of the company with their daily work. Therefore, the Code of Conduct applies to the entire Meyer & Meyer Group. This includes all affiliates and holding companies in which Meyer & Meyer Holding SE & Co. KG owns 50 % or more of shares, directly or indirectly, or otherwise controls business operations. The Code also applies to temporary workers who perform the same functions and roles as permanent Meyer & Meyer employees. Where necessary, the content of the Code of Conduct is supplemented by additional internal regulations and guidelines.

Meyer & Meyer and the company management are committed to complying with all relevant regional, national and international laws and guidelines. A violation of the Code of Conduct may result in criminal charges, claims for damages or reputational damage. If you are ever in any doubt about whether a decision is in compliance with the Code of Conduct, read our guide on decision-making or speak to our Code of Conduct contact person.

The Code of Conduct features only the masculine form, in the interest of readability. All references to “he” can therefore be assumed to refer to all employees.

Our values: the basis for all our actions



Meyer & Meyer is conscious of its special responsibility as a partner to the fashion industry and as an employer. We have clear ideas of how we should work together and treat our colleagues, as well as our customers and business partners.

Respect & trust

"We believe in equal opportunity. We should be fair and respectful in how we treat one another and trusting in our collaboration."

We firmly believe that diversity enriches our company and makes it successful. We believe in equal opportunity and a working environment defined by fairness, respect and trust. As a result, we do not tolerate any form of discrimination based on ethnicity, nationality, gender, family status, age, disability, faith or world view, sexual orientation or on any other grounds.

Quality & innovation

“Our goal is to provide high-quality services that are in tune with the times.”

We provide our customers with premium-quality services, across the board. We work in an equal partnership and act as their advisor, manage and link up intelligent supply chains, and solve the logistics challenges of tomorrow today - in a reliable, proactive way. We identify and help shape trends and are always on the lookout for groundbreaking innovations. At the same time, we are flexible in our approach, open to change and we continuously optimize our services.

Fun & discipline

"We don't believe that fun and discipline have to be at odds. Can't they co-exist?"

We rigorously pursue our goals, set ourselves priorities and have a clear focus. But at the same time, we always take joy in our work. It's important to us to create an environment where every individual can enjoy their work, be actively engaged and use their personal strengths to help shape the future of the company.

Leadership

"To us, being a leader means being a role model, supporting staff and communicating openly."

We see our managers as role models. They play a critical role in shaping our corporate culture, nurture the potential of their employees and make a significant contribution to the company's growth and success. This is why we place high value on a positive and healthy management culture and have defined clear guidelines on this. Our managers foster an environment where teamwork and treating one another fairly are a given. They encourage open, honest communications and constructive criticism – because this is the only way we truly learn. They agree goals, delegate responsibilities and promote a culture of trust and accountability.

Sustainability: thinking and acting with one eye on the future



At Meyer & Meyer, we have an holistic approach to sustainability: this means environmental, economic and socially responsible actions that take into consideration future generations. We see ourselves as a company that actively drives forward sustainable developments and, in doing so, fulfils its responsibilities towards society.

Environmental protection

“When making business decisions, we always consider what’s best for our planet, too.”

We do our best to use natural resources in a responsible and efficient way. Which is why Meyer & Meyer is always on the lookout for new, alternative and eco-friendly technologies. Our employees are expected to minimize their footprint by taking preventive and mitigating steps (sustainable business practices) and using natural resources responsibly. Our environmental activities include projects involving alternative transportation such as e-mobility, recycling concepts, and alternative energy sources such as solar technology. We hold the ISO 14001 Environmental Management certification, underlining our commitment to sustainability.

Social responsibility

"We support our employees, work to make a positive impact on society and respect everyone's personal dignity."

We see actively supporting Meyer & Meyer employees as part of our social responsibility. We nurture the potential and talent of each individual and have developed a comprehensive ongoing internal and external training programme for our employees, in addition to our thorough apprenticeship programme. As a family-owned business, we consider it our responsibility as an employer to also provide flexible working models and support employees to balance their careers and home lives. Beyond our responsibility towards our own workforce, we also count supporting community projects as part of our social responsibility, in addition to respecting human rights, the personal dignity of individuals and the privacy rights of our employees and business partners, and rejecting forced/child labour and all forms of discrimination and complying with the corresponding laws.

Health & safety

"Each day, we work to ensure the health and safety of our staff."

It is our goal to provide a healthy and hazard-free working environment for our employees. We therefore comply with all laws and regulations regarding health and safety in the workplace. Our managers, in particular, are responsible for implementing appropriate processes and protective measures to ensure health and safety at work. Furthermore, to raise awareness among all employees and as a preventive measure, Meyer & Meyer has incorporated a safety check concept in the company goals, which calls on all staff to proactively identify and eliminate potential hazards in order to create a safer working environment. To help our employees look after their long-term physical, mental and social health as effectively as we can, Meyer & Meyer also offers a broad range of services and support in these areas.

Sustainable management

„Profit ist not the only thing that counts.“

At Meyer & Meyer, our focus is not on short-term profits, but on long-term, sustainable management that takes into account future generations. While we're a secure, profitable company, we also achieve many other non-financial objectives by relying on calculable risks. We build lasting partnerships and business relationships based on trust and evolve together with our customers and partners.

Business relationships on a level playing field: how we treat others



Responsible, fair and honest collaboration with customers, partners and suppliers is particularly important to Meyer & Meyer and is the basis for all our business relationships. In turn, we expect our partners to treat us the same way.

Rejection of corruption & bribery

„We reject all forms of bribery and corrupt behaviour.“

At Meyer & Meyer, trust and fairness are at the core of our work with customers, business partners and all company stakeholders. We reject all forms of bribery and corrupt behaviour. Our employees may not offer, promise or grant benefits to members of the public sector or private businesses in order to bring about a positive outcome or decision, or favourable action, in favour of Meyer & Meyer. At the same time, Meyer & Meyer employees must not put themselves in a position to be offered any benefits in kind that may give the appearance or arouse suspicion of influencing business decisions. Employees will never demand personal benefits for themselves or third parties.

Fundraising & sponsorship

„We support community and cultural projects.“

For the Meyer & Meyer Group, social responsibility is par for the course. Based on internal guidelines and where financially possible, Meyer & Meyer promotes projects and activities which are a good fit for the company's strategy and values in the areas of education, science, culture, the environment, sport and social work. There must be no conflicts of interest, or any donations made which are associated with business benefits. No donations are made which may harm the interests or reputation of the company. In particular, Meyer & Meyer does not support any organization with extremist world views and/or that are at odds with the freedoms and personal dignity of individuals.

Sponsorship activities are an element of the Meyer & Meyer Group's communications tools. Every sponsorship must comply with the applicable legal environment and existing internal regulations.

Sponsorships also require appropriate, transparent communications and marketing efforts on the part of the partner organization.

Political donations

„Political neutrality and independence are part of our core principles.“

No donations are granted to political parties or individuals. Furthermore, any personal political activities undertaken by employees may not be carried out within the company or have any influence on the Meyer & Meyer Group.

Conflicts of interest

„We are aware of conflicting interests and promote transparency.“

On a day-to-day basis, situations may arise where the interests of our company collide with the personal interests of an employee. In general, every employee is required to keep both spheres separate so that they are able to make decisions impartially and in the context of the wider business. Meyer & Meyer believes in openness and transparency. As a result, employees who are affected by a potential or actual conflict of interest are encouraged to let their line manager or company management know as soon as possible so that the situation can be resolved.

Financial transparency

"All figures are provided to the best of our knowledge. They present a realistic picture of our company's financial situation."

Financial reporting is performed in accordance with regional and international accounting guidelines and provides a true presentation of our company's finances and assets. The company's business transactions and documents must be accurate and compliant at all times. We ensure that all business processes are documented accurately and in full and stored securely. All forms of account falsification are strictly forbidden.

Fair and open competition

"We are committed to fair competition free of arrangements that may impede this."

In all our business relationships, Meyer & Meyer is committed to fair competition and complying with relevant cartel and competition laws. There are no arrangements with customers, suppliers, business partners or competitors that may impede competition in terms of pricing, markets or market sharing. Furthermore, Meyer & Meyer does not spread false information about its competitors and their products, and does not obtain information or competitive advantages in improper or unfair ways.

Money laundering

„We reject all forms of money laundering.“

Meyer & Meyer prohibits all forms of money laundering in the company's sphere of influence. We only engage in business relationships with partners whose funds come from legal sources, and we verify our partners' integrity to the best of our ability.

Secure and confidential: how we handle information



In the business world, information is an important asset and one that Meyer & Meyer handles with the utmost care and confidentiality.

Protecting intellectual property

"Knowledge and creativity are our most valuable assets. So we do everything we can to protect our ideas."

In today's information society, new ideas, services and business models are becoming increasingly important for companies to position themselves successfully on the market. In order to remain competitive, creativity and innovation are crucial. And it's just as important to protect new ideas and all types of intellectual property. Whether they are dealing with customer-specific warehousing, transportation or IT solutions, new technologies or business concepts - the entire Meyer & Meyer team is required to protect our intellectual property and refrain from distributing confidential information or sharing it with third parties.

Data protection & security

"We take special care when handling personal data."

Meyer & Meyer is aware of the sensitivity of data entrusted to the company by customers, employees, business partners and other third parties. We comply with all applicable laws and regulations and maintain the strictest confidentiality when collecting, saving, processing and transferring personal data. Employees who work with personal data are advised by the legal department and the company's data protection officer. Meyer & Meyer protects the data of its customers, business partners and employees to the best of its ability and using appropriate technology. All employees must take suitable measures to safeguard our IT systems against misuse, whether by internal or external sources.

Confidentiality & public relations

"We only communicate internal information where authorized."

Every employee is required to protect the company in their communications. Company information may only be shared with authorized parties, internally and externally. We expect employees to take special care when communicating with the media. All statements made on behalf of the company must generally be approved by the relevant public relations department. Meyer & Meyer respects the confidentiality of information and protects business documents against unauthorized access.

Compliance with the Code of Conduct



The Meyer & Meyer Group expects the Board of Directors, managers and all employees to take the Code of Conduct into consideration when making decisions and to comply with the guidelines provided. Violations of the Code of Conduct or additional internal regulations may inflict significant damages on the company and are subject to legal consequences, regardless of the individual's position or standing within the company.

Support tool: helping you make the right decision

Are you unsure whether a decision is compliant with the Meyer & Meyer Code of Conduct?

If in doubt, just ask yourself ...

- Is my behaviour consistent with Meyer & Meyer's values, key Vision Statement principles and the Leadership Code?
- Is what I'm doing ethically correct?
- Do I understand the potential risks of my decision?
- Is my decision legal and am I authorized to make it?
- Is the decision in the company's interest?
- Could the decision damage the reputation of Meyer & Meyer?
- Can I square the decision with my conscience?
- Would I make the same decision if I had to do it publicly and would it stand up to scrutiny by third parties?

Were you able to answer „yes“ to all these questions? Then it's likely that your decision is ethically and legally sound. If you have any further questions or doubts, seek out advice – whether from your line manager, our Code of Conduct contact person or in the company guidelines.

Contact

Contact

Are you unsure whether a decision is compliant with the Meyer & Meyer Code of Conduct?



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