

## Corporate Code

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### **Preamble**

Meyer & Meyer has stood for quality, sustainability, responsibility, team spirit and innovation for 120 years. These characteristics have shaped our corporate culture throughout our history and are valued by customers and partners alike. Meyer & Meyer takes abidance by legal requirements and international regulations very seriously, and we require our business partners to do the same. We expect our business partners to abide by this Corporate Code when working with us, and to communicate the contents hereof to their suppliers.

### **Ensuring lawful conduct**

Operators are obligated to fully adhere to all applicable laws, ordinances and standards relevant to their business, and to implement suitable measures for ensuring this. This applies to all matters and aspects of the business relationship.

### **Anti-corruption**

Every operator shall abstain from any and all actions that may unlawfully influence Meyer & Meyer or third parties in their decision making. Corruption includes the abuse of a position of power in order to obtain advantages. In particular, it includes bribery and the acceptance and promising of advantages, regardless of whether such is done directly or indirectly through third parties.

### **Conflict of interest**

The operator must disclose any conflicts of interest pertaining to the work done for Meyer & Meyer. These are situations in which a personal or private interest does or may influence a business decision to an unreasonable degree.

### **Fair competition**

The operator is obligated to adhere to the applicable competition and antitrust laws. In particular, operators must abstain from anti-competitive conduct. They shall not involve themselves in trusts, quote agreements, price agreements, price monopolies or other unfair business activities.

### **Adherence to commercial regulations**

Our operators abide by the laws and regulations that regulate the exporting and importing of goods, products and services. The operator ensures that they are aware of and adhere to all legal obligations pertaining to their particular field.

### **Prevention of money laundering**

The operator must ensure that they are not subject to any sanctions and that they are not involved in any money laundering activities. If the operator becomes aware of money laundering activities, Meyer & Meyer must immediately be notified in writing. Our operators ensure that suitable measures are in place to prevent any form of money laundering and financing of terrorism.

### **Adherence to humane working conditions**

Our operators abstain from employing children as defined by local jurisdiction. The operator ensures that they do not employ anybody against their will and do not force or compel persons to perform activities. The operator must ensure that their employees receive fair wages, and that wages are paid on time as agreed with the employee. Reasonable working hours must also be guaranteed.

### **Supply chain**

Our operators are obligated to implement suitable measures so that the standards specified in this Corporate Code are abided by throughout the supply chain. In particular, the operator must abide by human rights and environmental obligations, and grant their business partners access to our compliance reporting system (see below).

## **Anti-discrimination**

The operator ensures that employees face no discrimination on the basis of ethnic background, sex, religion or worldview, disability, age, union affiliation or sexual identity. Discrimination must be prevented or eliminated. This principle of anti-discrimination applies to all business activities, including aspects thereof such as hiring, promotions, and compensation.

## **Health and safety**

The operator ensures abidance by a safe and hygienic working environment, as well as adherence to legal occupational safety requirements, and must ensure that associated risks are mitigated to the furthest possible extent. The operator enacts appropriate precautionary measures against accidents and occupational illnesses, and diligently instructs their employees on matters of occupational safety.

## **Data privacy and information security**

Our operators abide by the applicable data privacy and information security laws and regulations. Non-public information is not forwarded to third parties.

## **Environment**

The operator ensures adherence to all environmental regulations applicable in the respective country. In particular, the operator minimises the disposal of solid waste, waste water and other emissions in order to prevent pollution of the air, water and soil. We require our partners to be sparing in their use of natural resources.

## **Compliance reporting system**

Have you witnessed or been affected by a potential breach of corporate regulations? We encourage you to use our compliance reporting system to let us know. The reporting system is based on an independent system of our ombudsperson and protects the interests of the reporting party as much as possible. Your tip and the subsequent dialogue with you can be anonymous.

We also give each employee, company, supplier of our operators, and customers and third parties the opportunity to report potential or actual violations of human rights or environmental obligations at any time.

Meyer & Meyer does not tolerate any discrimination or retaliation against persons who submit tips in good faith. Tips can be submitted via our compliance reporting system, or via telephone or e-mail. Please use the following link or the information listed below to do so:

Use our compliance reporting system: [online reporting system](https://meyermeyer.hinweisgeben.eu/whisper)  
(available at: <https://meyermeyer.hinweisgeben.eu/whisper> )

E-Mail address: [hinweis-meyermeyer@park-wstr.de](mailto:hinweis-meyermeyer@park-wstr.de)

Telephone number: +49 231 9580 6850

Address: Rheinlanddamm 199, 44139 Dortmund, Germany