

Supplier code of conduct

for suppliers and business

partners of anona GmbH

(Supplier Code of Conduct)



PREAMBLE

anona is a medium-sized, value-based family business that attaches great importance to corporate responsibility and diligence.

This Code of Conduct is based in particular on national laws and regulations, such as the Supply Chain Due Diligence Act (LkSG), as well as internationally recognised agreements or documents, such as the principles of the United Nations Global Compact, the Universal Declaration of Human Rights, the UN Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the 1998 International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work, the conventions and guidelines of the United Nations (e.g. the International Covenant on Economic, Social and Cultural Rights (Social Covenant) and the International Covenant on Civil and Political Rights (Civil Covenant)), the principles jointly developed by UNICEF, the UN Global Compact and Save the Children entitled "Children's Rights and Business", in accordance with national laws and customs.

As part of our commitment to our customers and buyers to respect the following principles, we also expect our business partners, suppliers and service providers (hereafter collectively referred to as our "Suppliers") to adhere to comparable standards. The Supplier, like us, will support the UN's Sustainable Development Goals, for short: SDGs).

This Supplier Code of Conduct supplements the existing agreements between suppliers and anona. Should the provisions of this Code of Conduct and particular contractual provisions of the contractual relationship that are applicable in connection with future services contradict one another, the provisions of this Code of Conduct shall prevail.

The undersigned Supplier shall be obliged to adhere to the contents of this Code of Conduct and to promote and ensure, as far as possible, this code with their own suppliers and business partners where they can:

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RESPECT OF HUMAN RIGHTS AND NON-DISCRIMINATION

Due to its deep involvement in global sales and procurement markets, the Supplier will be particularly confronted with human rights challenges in its supply

chains. It shall therefore respect internationally recognised human rights and abide by conventions, agreements and laws to protect these rights and basic human freedoms. The personal dignity of the individual must always be protected.

All humans are equal in the eyes of the law and shall be treated by the Supplier with respect. To this end, the Supplier shall condemn all forms of discriminatory behaviour and disadvantage to a person due to race, ethnic background, gender, gender identity, sexual orientation, religion, beliefs, world view, political beliefs, (dis)ability, age, marital status and/or socio-economic situation.



ABIDING BY LAWS

The Supplier shall abide by the applicable laws and regulations, especially, but not limited to, workplace, food and environmental law. Regulations for the export and import of goods and products, including embargoes and economic sanctions, shall be recognised as binding and the Supplier will operate its business accordingly.



HUMANE AND FAIR WORKING CONDITIONS

The Supplier shall strictly reject human trafficking practices, including the recruitment, transportation, transfer, housing or receiving of persons, in particular under threats of violence or other forms of psychological hardship or economic or sexual exploitation, or coercion for the purpose of exploitation, and shall ensure humane treatment, in particular the absence of physical punishment, sexual harassment, bullying and intimidation. The hiring or use of security forces must be refrained from if their employment results in people being treated inhumanely, degraded or injured.

The Supplier shall ensure appropriate working conditions for its employees. This shall include abiding by the applicable laws on working conditions, hours and holidays. Working hours shall be a maximum of 48 hours per week, with a total of 60 hours including overtime, and will be voluntary and appropriately remunerated. At least one day off per seven-day period shall be granted. Our Supplier shall also abide by the applicable laws on minimum wages or, if non-existent, shall refrain from deliberate remuneration below the poverty line. The applicable regulations and industry standards on remuneration and compensation shall be adhered to. Employees must be appropriately remunerated. Wages must be clearly defined and paid regularly and in full.

Child labour will not be permitted in any phase of production. The undersigned Supplier shall be obliged to abide by the recommendations in the ILO conventions for the minimum employment age of children. Furthermore, the age must not be below the legal school-leaving age in the country of employment, and in any case, not below 15. Young employees' rights must be protected. Children under 18 must not be employed in work which may be damaging to the health, safety or morals of children, nor may they be employed in night work. Special protection regulations must be abided by.

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The Supplier must not use forced labour, slave labour or any comparable form of labour, e.g. as a result of debt bondage or human trafficking. All work must be performed voluntarily based on a written agreement. Employees must be able to terminate their work or employment at any time, subject to the applicable contractual or statutory notice period. Withholding identification documents shall not be permitted.

The Supplier shall respect the right of workers to freely organise, form works councils, and join trade unions. No employee shall suffer any professional or personal disadvantages as a result of measures taken by them on account of their membership of a collective representation body.

The Supplier shall abide by all laws and regulations regarding workplace health and safety and will make an effort to create a safe and hygienic working environment for its employees. It shall also operate an appropriate management system for workplace health and safety.

The Supplier shall document each employment relationship and refrain from the misuse of fixed-term, freelance or home-working contracts.



ETHICAL BUSINESS DEALINGS

The Supplier shall be obliged to respect open and transparent business transactions as per national and international anti-corruption regulations, legislation and standards. The Supplier shall refrain from offering assets to (public) officials or private persons in exchange for contracts or other advantages. The Supplier shall also demand the same integrity from all third parties with which it maintains a business relationship. The Supplier's management team shall use appropri-

ate measures to ensure that employees and business partners are aware of and abide by the rules regarding corruption.

The Supplier shall abide by the legal regulations on the prevention of money laundering and shall not itself participate in money laundering activities.

In the interest of free competition, the Supplier shall refrain from any behaviour which may impede this. This shall include price fixing, market splitting or the misuse of market leading positions. It shall employ fair business practices, including correct and truthful advertising.

The protection of intellectual property and trade secrets shall be of crucial importance in business in general. The Supplier shall respect the property rights of business partners and third parties and shall only use these in agreement with and/or in return for fair remuneration of the affected rights-holder.



ENVIRONMENTAL PROTECTION AND RESPONSIBILITY

The Supplier's production facilities must hold the appropriate approvals for commercial operation.

The Supplier shall abide by all laws and regulations, EU regulations and international environmental protection standards. Negative environmental impacts shall be limited to the bare minimum. The Supplier shall minimise any negative impact its business activities may have on the environment and shall avoid using resources wastefully.

The Supplier must not, in violation of their legitimate rights, deprive people of land, forests or water resources whose use secures their livelihoods. Business partners must not take part in deforestation of native vegetation for agricultural purposes. Clearance of any

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kind is unacceptable to us, especially in the following areas: virgin forest (such as rainforest), riparian vegetation, wetlands, swamps, floodplains, slopes and above-ground carbon sinks. Damaging changes to the soil, water and air pollution, noise emissions and excessive water consumption must be avoided if these damage the health of people, significantly adversely affect natural resources for the production of sustenance, or prevents people from accessing safe drinking water, safe shelter or sanitation facilities.

Suppliers have a commercial responsibility to treat animals respectfully. The Supplier shall abide by animal rights legislation and use alternatives to animal testing wherever possible, permitted and scientifically valid.

Solid waste that is produced must be identified, managed, reduced and responsibly disposed of, or recycled. Chemicals or other materials which present a risk if released into the environment must be identified and managed such that safety is ensured when interacting with these materials, that is, when transporting, storing, using, recycling/reusing or disposing of them.

Energy consumption must be monitored and documented. Economical solutions for improving energy efficiency and reducing energy consumption must be found.

supply chains at increased risk, the Supplier must inform anona promptly of the identified breaches and risks and the measures taken. Serious or ongoing breaches of this Code of Conduct shall be considered detrimental to the contractual relationship between the Supplier and anona and may also lead to the right to terminate the existing supplier relationship without notice.

We encourage the Supplier to offer an effective grievance mechanism suitable for individuals or groups of individuals to report legal violations and/or violations of the human rights and environmental expectations listed in this Code of Conduct, as well as suspected cases of such violations. The Supplier shall in any case be obligated, at a minimum, to comply with the applicable legal provisions to the extent that the establishment of such grievance mechanisms or channels is legally required.

The Supplier shall be obligated to ensure that its employees have access to the grievance procedure provided by anona. The Supplier must inform its employees of the information we provide regarding the use of this grievance procedure. The Supplier must refrain from discouraging its employees from using the grievance procedure or impairing their access to it.



PUTTING THE CODE OF CONDUCT INTO PRACTICE

The Supplier shall regularly monitor its own compliance with this Code of Conduct. Furthermore, appropriate random checks may be carried out by anona, or by third-parties commissioned by anona, by prior agreement or in the event of a reasonable suspicion of violations. If an audit discovers problems at the place of production, anona shall work with the Supplier to create a plan of action. In the event of a suspected breach, and to safeguard

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By signing, the Supplier confirms its compliance with the aforementioned Code of Conduct.

_____, the _____

[Supplier]

legally represented by [...],

(Supplier's stamp)