

Code of Conduct



MAIBORNWOLFF

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With this Code of Conduct, we describe our values and principles to which we commit our employees, but also all other people with whom we have business contact. This Code of Conduct (CoC) is an extension of the "12 non negotiables" and not a replacement.

We regard these values as a cornerstone for our actions and see the positive effects on the development of the company and society.

To underline the importance, we have committed ourselves to the following public principles:

- [UN Charter of Human Rights](#)
- [Diversity Charter for diversity in the world of work](#)

Dealing with this Code of Conduct

We expect all employees to abide by these rules at all times. Guests of the company are also subject to this code of conduct.

Anyone who is asked to refrain from engaging in a particular conduct with reference to this Code of Conduct is expected to do so immediately.

Anyone who feels harassed or pressured, or who observes another person being harassed within the meaning of this Code of Conduct, can and should contact the Inclusion Ambassador, Members of the Executive Board, their manager or confidential councils directly and in strict confidence as soon as possible.

Diversity und Inclusion

MaibornWolff stands for a humanistic-liberal, respectful, appreciative and non-discriminatory attitude towards all people who come into contact with the company. This refers to

- all personal characteristics such as, but not limited to, gender, gender identity and expression, age, sexual orientation, physical and mental abilities, physical appearance, body size, skin color, (social) origin, ethnicity, nationality.
- all ideological and social characteristics, including membership or non-membership of a religious community, denomination, membership of political or social organizations, use or rejection of technology.



This foundational attitude is applied in the following context in particular:

A harassment-free environment

MaibornWolff is committed to providing a harassment-free workplace for all employees and a harassment-free environment for all guests. We therefore do not accept any form of direct and offensive or indirect and incidental harassment of people who are in the physical or virtual spaces of the company or who are in contact with MaibornWolff in any other way.

Appreciative communication

Language and images that contradict the spirit of this Code are not permitted at events or for other forms of internal or external communication. This also applies to lectures, workshops and celebrations on the company's premises, regardless of whether the organizers are employees of the company or external parties.

Political and ideational expression of opinion

Active political, religious or ideological activity within the company is not desired, but is tolerated within the framework of freedom of expression appropriate to a professional context.

We assume that employees are not active members or supporters of organizations that are not in line with a free and democratic social order* or that represent values and opinions that are not compatible with the spirit of this Code of Conduct and the values of the company. Any active advertising for the support of such organizations and world views is not permitted.

**) A free and democratic social order is described, among other things, by the Basic Law of the Federal Republic of Germany. As a company based in Germany, the Basic Law is not only legally binding for us, but also represents the foundation of our values.*

Advertising for part-time and private activities

Actively approaching colleagues and people who are in contact with the company for private, idealistic or commercial purposes is only permitted after prior consultation with the management. It should not go beyond simple information clearly marked as "private".



Social Responsibility

As a company, we assume responsibility in society and focus on compliance with social standards. We promote ethical behavior and social responsibility in everything we do. We expect our employees and partners to share these values and act in accordance with high social standards

As part of this Code of Conduct, we attach particular importance to the following aspects:

Child labour and young workers

We strictly reject any form of child labor. We offer young employees a working environment that promotes their safety, health and education.

Modern slavery

Any form of slavery, human trafficking and forced labor is strictly prohibited in our company. We respect the freedom and integrity of every person.

Wages and benefits

We are committed to fair wages that meet legal standards and industry rates. In addition, we offer appropriate benefits and benefits to support the basic needs of our employees and their families. We grant employee benefits (social benefits) to all employees, regardless of whether they work full-time or part-time. If certain benefits are not possible in different countries due to other legal regulations, we offer our employees in these countries comparable benefits as far as possible.

Working hours

Balanced working hours in accordance with national laws and international standards is important to us. We pay overtime fairly and provide employees with sufficient recovery time.



Freedom of association and collective bargaining

We recognize the right of our employees to freely form and join groups and organizations that represent their rights and interests. We create fair working conditions and remuneration by involving employees in our GF Council advisory body and in adaptation processes on a topic-specific basis.

Women's rights

We are strongly committed to women's rights and equality. It is of central importance to us that women have equal rights and opportunities and are treated fairly and equally in all areas of employment. We strongly believe that every person, regardless of their gender, should have equal opportunities and opportunities to develop their skills and talents.

Rights of Minorities and Indigenous Peoples

As described above, we believe in a culture of respect and appreciation for each and every human being. We respect and promote the rights of minorities and indigenous peoples. We do not tolerate discrimination on the basis of ethnicity, religion or cultural identity in any way.

Environmental protection and resources

We take our ecological responsibility seriously and see the protection of our environment and the sustainable use of resources as central points of our actions.

Greenhouse Gas Emissions & Decarbonization

We implement measures to reduce our CO₂ emissions, offset unavoidable emissions and strive for a continuous reduction in our carbon footprint.



Energy Efficiency & Renewable Energies

We optimize our energy consumption through energy management and audits, rely on efficient technologies and regularly check our processes for potential savings. We use renewable energy, such as solar, wind and hydropower, to replace fossil fuels and protect the environment.

Water and air quality

We strive to reduce pollutant emissions and thereby improve air quality through a more sustainable travel culture. We pay attention to the appropriate use of water resources, especially at our national companies in Spain and Tunisia.

Resource Management & Waste Prevention

We encourage our employees to use resources responsibly and sparingly. Through conscious consumption and the reduction of waste, we contribute together to a sustainable future. In all our offices, we implement waste separation according to local specifications in order to make an important contribution to the circular economy and protect our environment in the long term.

Business ethics

For us, business ethics means always acting responsibly and transparently. We maintain careful and responsible financial records to ensure transparency and integrity. With this awareness, we promote a corporate culture based on trust, honesty and respectful cooperation.

Anti-corruption and anti-money laundering

We do not tolerate any form of corruption or money laundering and actively oppose such practices.



Data protection and data security

The protection of personal data and the security of information systems are of the highest priority for us in the company and our customer projects.

Conflicts of interest, fair competition and antitrust

We are committed to fair competition and strictly adhere to the requirements of antitrust law. In doing so, we ensure that personal interests do not conflict with business goals in order to ensure transparency and integrity in our actions.

Plagiarism & Intellectual Property

We respect the intellectual property of others and strive to avoid any kind of plagiarism. At the same time, we protect our own innovations and respect the rights of third parties.

Whistleblowing and protection against retaliation

We ensure that our employees can report grievances securely and anonymously without fear of reprisals.

Occupational health and safety

People are our focus and are our most valuable asset. We are committed to safe working conditions and promote the health of our employees – in doing so, we go beyond the legal requirements.

Occupational medicine

Through our company doctors, we cover important preventive examinations and offer health services. Ergonomics and sound insulation are also important topics on which we offer advice.



Occupational safety

Employees are regularly trained on our emergency plans and fire protection measures to ensure correct and rapid responses in the event of an emergency. Our volunteer first aiders' and fire protection assistants' names are published at each location and they are also regularly trained.

Occupational health management (BGM)

Our BGM is intended to safeguard the physical and mental health of employees and support employees with various measures preventive and curative.

Supply chain

Our principles apply not only within our company, but also along the entire supply chain. We expect our business partners to also comply with our standards in terms of diversity, social responsibility, environmental protection, ethics, and occupational health and safety. Together, we strive to create a better and more sustainable world.