

## Introduction

The Kappus Supplier Code of Conduct is based on the principles of internationally recognised standards for corporate responsibility. These include the Guidelines for Multinational Enterprises from the Organisation for Economical Co-operation and Development (OECD), the United Nations (UN) Global Compact, and the Fundamental Principles and Rights at Work established by the International Labour Organisation (ILO).

Since Kappus GmbH is a company with international operations, not only do these principles apply for our locations, they also represent binding minimum requirements for our business relationships with our suppliers and partners. We therefore expect our business partners to comply with and implement the standards of the Kappus Supplier Code of Conduct. We thank all of our business partners who are working with us to promote ethical and responsible business practices.

In particular, we expect you as our business partner to support and comply with the following principles and to require your own suppliers and subcontractors to do the same.

### 1. Corporate governance

- Our business partners comply with all laws and regulations applicable to national and international trade. This applies in particular to rules about trade controls, antitrust law, and applicable sanctions regulations.
- You forbid bribery, embezzlement, corruption and money laundering of any kind, regardless of whether it harms the assets of Kappus or of third parties. Contributions such as sponsoring or donations are only permitted within legal limits.
- Our business partners comply with applicable antitrust and competition laws. You make no price-fixing agreements, nor do you make any other decisions that render fair competition impossible.
- You respect and protect intellectual property of all kinds in accordance with applicable laws, as trade secrets, and as expertise.
- Our business partners conduct their business, store their documents, and perform their financial reporting in a proper manner.
- You take special precautions to protect confidential information against unauthorised disclosure and misuse.
- Information provided to our business partners by Kappus is to be used only for the purpose of performing the tasks required to provide their services to Kappus. Such information is therefore to be specially protected against internal and external misuse.

## 2. Society and employees

- Our business partners are committed to the principles of the Universal Declaration of Human Rights, the UN Global Compact, the UN Guiding Principles on Business and Human Rights, and the ILO's core labour standards.
- You forbid child labour and forced labour of any kind, including work demanded of a person against that person's will and under threat of punishment.
- You comply with the legal regulations for fair working conditions.
- Your employees work in an environment free of discrimination.
- Your top priority is the health and safety of your employees in the workplace.
- You exemplify a corporate culture in which employees or interest groups are allowed to openly express their reservations or opinions.

## 3. Environment

- As our business partner, you comply with applicable environmental protection regulations, particularly with respect to your operations and your products.
- In your business, you take action to protect the environment and reduce your impact on the climate, and you advocate the responsible use of natural resources.
- You promote the use of safe and environmentally friendly alternatives in the development, production, transport, use and disposal of your products.
- As our business partner, you work constantly to reduce the amount of waste you produce and to avoid polluting the air, water and soil.

In their contractual relationship with Kappus, our business partners undertake to implement and comply with the Kappus Supplier Code of Conduct. They encourage their own business partners working for or on behalf of Kappus to be aware of and comply with the minimum requirements of the Kappus Supplier Code of Conduct.

In the event of violations, please notify your contact at Kappus without delay. Together we will work out how to proceed.

For Kappus GmbH

Heitersheim, October 18th 2021



Rainer Gsell, CEO



Michael Steppuhn, CFO