



April 2023

CODE OF CONDUCT – everdrop GmbH

This everdrop GmbH Code of Conduct contains important standards of behaviour and is guided by the UN Human Rights Charter, the UN Global Conduct Principles and the standards of the International Labor Organization. It reflects our core values of taking ownership, challenging the status quo and being purpose-drive, ambitious, aware and positive. Its purpose is to ensure a common understanding about what we're trying to achieve within the company and with our suppliers and how we expect ourselves and our partners to work together.

Who Does it Apply to?

The Code of Conduct shall guide the actions and behaviour of all everdrop employees as well as any current or future suppliers or logistics partners, cooperation partners and other business partners ("partners"). Managers are responsible for ensuring that all employees understand, respect and act in accordance with the Code of Conduct. Partners are responsible for ensuring that their subcontractors comply with the Code of Conduct. For this, we expect our partners to sign this Code of Conduct. Implementation of this Code will be necessary for any contract relationship between everdrop and our partners. everdrop reserves the right to review and ensure compliance of our partners via audits or assessments. If non-compliance with this Code of Conduct is identified, corrective measures shall take place to remedy the deficiencies within an agreed period of time. everdrop reserves the right to discontinue any relationship for non-adherence to international principles, failure to correct violations, or displaying patterns of non-compliance with these standards or this Code.

Laws and Regulations

Our employees and our partners are expected to comply with all relevant and applicable laws and regulations of the country in which they work while also respecting local traditions and other social norms.

Human Rights

We and our partners shall support and respect the protection of internationally proclaimed human rights at all times. These include the right to life, liberty and security; equal rights of men and women; the right to protection under the law and against discrimination, slavery, servitude, torture, or inhumane or degrading treatment; and freedom of speech, thought, conscience and religion.

Forced Labour

No form of forced, slave or compulsory labour shall take place at any time. Employees shall be able to leave the workplace premises after they finish their working hours. The employer shall not demand an employee to pay a deposit or hand over identity documents. Any employee is free to terminate their employment with reasonable notice as specified in the respective contract.

Child Labour

No person shall be employed under the age of 15 or under the age for completion of compulsory education in the respective country, whichever is higher. Particular attention shall be paid to employees under the age of 18 in terms of working hours and overtime, and they should not work at night or in hazardous conditions.



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Discrimination

There shall be no discrimination in recruiting, training, salary, promotion, retirement, or termination based on race, national origin, sex, gender, sexual orientation, religion, age, disability, marital status, political affiliation or union membership. All employment decisions are based on the principle of equal employment opportunity. We are committed to creating an inclusive working environment in which everyone is respected and can flourish equally and require the same from our suppliers. There are measures in place to protect workers from being sexually harassed, insulted or exploited.

Freedom of Association and Right to Collective Bargaining

Employees should have the right to establish or join any association of their own choosing. Employees shall enjoy adequate protection against acts of anti-union discrimination, including the requirement that a worker not join a union or relinquish trade union membership for employment, or the dismissal of a worker because of union membership or participation in union activities. Trade union representatives must not be discriminated against or otherwise prevented from performing their union work. In countries where the right to freedom of association is regulated, restricted or prohibited by law, the employer shall facilitate, and not hinder, alternative forms of independent and free worker representation.

Safe Working Environment

Partners shall provide a safe and hygienic working environment. Measures should be taken to prevent work-related accidents and injury. Employers shall take a proactive approach to health and safety by establishing a clear set of regulations and procedures and implementing systems and training designed to protect workers health.

Wages

Wages should be equal or higher than the legal minimum wage or at a level corresponding to the industry standards, where the higher alternative should be selected. Employers shall comply with all legal requirements on wages. Every employee shall be paid a wage ensuring a living wage for them and their family according to local living standards which also provides some disposable income.

Hours of Work

Partners shall not require employees to work more than the regular and overtime hours allowed by the law of the country in which they are employed. The regular working time per week shall not exceed 48 hours or the maximum allowed by law, whichever is less. Every employee must have at least one day off per week.

Any overtime work shall be consensual and voluntary. Maximum overtime shall not exceed 12 hours per week or the maximum allowed by law of the country in which the employees are working, whichever is less. Employees shall be entitled to paid statutory annual leave and sick leave without any negative reprisal. National laws relating to paid leave and parental leave shall be respected.



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Responsibility for the Environment

We and our partners shall comply with all applicable environmental regulations and laws applicable in the countries of production. Partners shall maintain written environmental policies and standards. Waste management, the handling and disposal of chemicals and other hazardous substances and the handling of emissions must meet legal requirements and should be continuously improved to reduce negative environmental impacts. Additionally, we work together with our Partners to monitor and reduce the carbon footprint and environmental impacts of production and transportation. We require our partners to disclose any environmental information on their emissions, energy and natural resource usage, toxins, chemicals or waste regularly. The aim should be to use the best available technologies for production, distribution, recycling and disposal to reduce external environmental effects of operations to a minimum.

Anti-Corruption and Fair Competition

We and our partners shall work against corruption in all its forms, including extortion and bribery. This implies inter alia to never offer, give or receive bribes or make or accept improper payments to secure any fraudulent advantage or business opportunity.

everdrop believes in free and open competition and complies with antitrust and competition laws as applicable. Partners must conduct their business consistent with fair competition and comply with all applicable antitrust and competition laws and regulations. This includes avoiding unfair business practices including but not limited to: entry into arrangements that unlawfully restrict competition, improper exchange of competitive information, price fixing, improper market allocation, or bid rigging.

Data Protection and Intellectual Property

Partners must respect intellectual property rights, protect confidential information and comply with existing privacy rules, regulations and laws, as applicable. For this, partners are required to follow all local data protection and privacy laws at all times. When collecting or processing personal data, they shall provide clear and accurate privacy notices.

Partners will neither use, nor misappropriate, nor disseminate the intellectual property of everdrop in any manner inconsistent with the particular engagement as a partner to everdrop. This requires compliance with intellectual property rights and the protection of everdrop's trade secrets, confidential information and customer data. Partners shall manage technology and know-how in a manner that protects intellectual property rights.

First Name, Surname

Organisation / Company

City

Date

Signature

everdrop GmbH

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Change history:

November 2021: Version 1.0
June 2022: Version 1.1 (Changes to company values)
April 2023: April 2023_V1_SOS