

Code of Conduct for Business Partners

Avantgarde's requirements for all business partners with regard to responsibility and behaviour throughout the business relationship



Foreword

"As a player in the experience economy, we want to create exceptional brand experiences for our customers. The principles that reflect our self-image as a modern, open and future-oriented company play an essential role here. I believe that as a company you have a great responsibility for the interests of society. We expect this understanding from both our employees and our business partners."

Dr. Marc Schumacher
CEO Avantgarde

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1. Business partners and scope of application

Our business partners play a decisive role in shaping the success of Avantgarde. In doing so, cooperative behavior creates lasting business relationships that are characterized by mutual benefit.

We acknowledge our responsibility for the economic, ecological and social impacts of our actions. At the same time, we also expect our business partners to be aware of the consequences of their actions, especially when it comes to working conditions and human rights, diversity, sustainability and integrity.

With this document, we present our expectations of responsible business and actions of our business partners. Avantgarde expects all business partners to show integrity and responsibility, which means that they comply with this Code of Conduct, applicable laws and regulations, and their contractual obligations to Avantgarde.



2. Working conditions, human rights and diversity

Respect for human rights is essential for Avantgarde and the basis of all business relationships. Our business partners ensure compliance with internationally recognized human rights and ensure fair working conditions.

2.1 Working conditions and working hours

Our business partners ensure that the working conditions for their employees comply with all applicable legal requirements.

Working hours, including but not limited to overtime and requirements for the granting of rest periods, shall comply with applicable laws or applicable collective agreements. The requirements of the International Labor Organization (ILO) are supported, with the aim of achieving the greatest possible protection for health, safety and well-being.

2.2 Wages and benefits

Business partners ensure that legally applicable minimum wages are not undercut. In countries without a statutory minimum wage, wages for regular full-time work must be sufficient to meet basic needs.

2.3 Prohibition of forced labour, child labour and protection of young workers

No economic activity based on forced labour is tolerated. In addition to human trafficking and other forms of modern slavery, this includes any kind of work or service demanded of a person under threat of undue consequence and for which he or she has not voluntarily made himself available. All forms of inadmissible child labour must be prevented at all times. Young people aged 16 and over may only be employed if the nature or conditions of the work do not endanger the young people concerned.

2.4 Diversity

Avantgarde expects its business partners to support this diversity at all levels and prevent discrimination. Discrimination is an unjustified difference in treatment and the disadvantage of a person on the basis of an attributed or factual characteristic. Business partners actively oppose any form of discrimination or harassment based on disability, age, external appearance, actual or ascribed ethnicity, national origin, gender, religion and belief, sexual orientation or identity. The aim should be to perceive and combat discrimination at the interpersonal level. The business partners ensure a non-discriminatory working and business environment.

2.5 Severe disability and accessibility

Business partners undertake to respect the rights of disabled people and ensure a barrier-free working environment.

2.6 Sexual harassment

No form of sexual harassment is tolerated inside or outside our business relationship. These include sexualised comments, e-mails and chat messages with sexualised content as well as unwanted touching and sexualised violence. Actions or comments are sexually harassing if they are undesirable, one-sided and transgressive in a sexualizing manner.





3. Sustainability Management

Every business partner is aware that his/her business activities have an impact on our environment and that the earth's resources are limited. Within the business relationship with Avantgarde, this problem is addressed, while processes and solutions are developed to limit the negative consequences to future generations.

3.1 Impact on the environment

Business partners aim to reduce their CO2 footprint. In addition, our business partners strive to conserve resources in their day-to-day work and to train their employees in sustainable action. In particular, principles of resource minimization and environmental protection are applied in the procurement of raw materials as well as in the upstream chain of their products or services. In the development, production, use phase and subsequent recovery of products and other activities, the avoidance of waste, reuse, recycling and the safe, environmentally friendly disposal of residual waste, chemicals and waste water are taken into account. Furthermore, attention is paid to the efficient energy use in all business practices, whether in the office (turning off equipment and lights when not in use) or in production facilities. All business partners are also obliged to act in accordance to environmental regulations, including laws in biodiversity / animal protection, noise pollution, responsible resource consumption, soil and chemical management, carbon emissions and air quality etc.

We encourage business partners to avoid forced evictions and the deprivation of land, forests and waters in the development, acquisition or other use of land, forests and waters.

3.2 Sustainable alternative

Efforts should be made to identify and implement increasingly sustainable alternatives. This also means switching to renewable energy wherever possible. We always appreciate it when our business partners propose more sustainable alternatives and question their processes accordingly.



4. Integrity and intellectual property

We conduct our business with the greatest possible integrity and ethical principles. We expect the same from all business partners.

4.1 Conflict of interest

We expect our business partners to disclose to us if a conflict of interest exists or arises that affects or could affect us.

4.2 Protection of intellectual property

We recognize that intellectual property is a valuable asset and the basis for the success of any business. We are therefore committed to protecting the intellectual property of our business partners at all times. At the same time, we expect every business partner to protect the intellectual property of Avantgarde and its affiliated companies, not to disclose it to the outside world and to respect the intellectual property rights of third parties. The business partners undertake to comply with all provisions of copyright, trademark, design and patent law for the protection of intellectual property. This also means we do not tolerate any form of plagiarism. We understand intellectual property to mean all products of an intellectual nature, regardless of their commercial value.

4.3 Confidential Information

In cooperation with customers, many insights into confidential information are gained, such as ideas, plans, developments, designs, know-how. The business partners are aware that this places a great deal of trust in them. The confidential handling of this information is therefore elementary for us and the business partner. The business partners is thereby required to keep all

confidential information strictly confidential at all times, regardless of whether they are contractually obliged to do so or not. This also includes that confidential information is carefully stored, not passed on to unauthorized persons and all confidential information is only used for the agreed business purposes.

4.4 Anti-corruption

We do not tolerate any form of bribery or corruption and expect the same from business partners and subcontractors. No transactions initiated or carried out by unfair means will be accepted. The business partners strive to ensure that all business decisions are based on objective and fair foundations and that no undue influences are taken into account. Our business partners may not offer or accept any undue benefits to third parties, including us, in order to obtain or retain business or to benefit from preferential treatment. Such improper benefits may include gifts of money, pleasure trips or vacations, luxury goods, hidden commissions or similar payments. The business partners undertake and assume in their business partnerships that reports, records and invoices are correct and complete and do not contain false or misleading information.

4.5 Fair trade and competition

We are committed to and expect all our business partners to comply with all applicable laws on fair trade, competition and Antitrust law. No agreements or agreements may be entered into which unduly impede competition. This includes, in particular, agreements between competitors on prices, discounts, markets and customers. The business partners will never exchange confidential or sensitive information in competition and will comply with all obligations regarding the confidentiality of information.

4.6 Insider trading

We expect all our business partners not to use any inside information, in particular not about our customers or suppliers, when trading securities or other tradable financial instruments and not to disclose any inside information to others for such purposes. Inside information shall mean any information which is not in the public but which, if it becomes known, is likely to have a significant influence on the market or the price of securities or other financial instruments.

4.7 Money laundering

Business partners are committed to the greatest possible integrity and only work with reputable business partners who are exclusively involved in legitimate business activities. They take their obligation to prevent money laundering seriously and review their transactions with customers for money laundering prevention if this appears necessary or is required by law.

4.8 Export control

Business partners comply with all applicable provisions of the Foreign Trade and Payments Act and observe applicable economic embargoes, sanctions lists and the regulations of import and export control.





5. Data protection

We define data protection as protection against improper processing of personal data and the protection of the individual for informational self-determination, which is also anchored in the Basic Law.

5.1 Data protection principles

Our business partners collect and process data only in accordance with the General Data Protection Regulation and all applicable laws. The basic principles of the General Data Protection Regulation, including data minimization, purpose limitation and storage limitation, are of great importance to business partners. A high degree of transparency and data economy is sought.

5.2 Handling of personal data

When collecting, storing, processing or transferring personal data (e.g. name, address, telephone number, date of birth, information about the state of health, IP addresses, etc.) of employees, customers, other third parties or on behalf of customers, the greatest care and strict confidentiality as well as compliance with applicable laws and regulations are observed.

5.3 Conscious handling of data and information

The business partners commit themselves to a data protection concept that takes into account the rights of any data subjects and their obligations as a company and takes into account the principle of data economy.

6. Consequences and implementation

6.1 Reporting and dealing with violations

Uniform adherence to this Code of Conduct is indispensable for a business relationship with Avantgarde. All business partners are jointly responsible for this.

If a business partner has concerns or complaints about the points listed in this Code of Conduct, or knowledge of a suspected or actual violation, he/she shall submit this immediately for clarification.

6.2 Implementation and review

We expect our business partners to provide us with all relevant information upon request in order to verify compliance with this Code of Conduct. Avantgarde also reserves the right to appoint an independent third party of our choice and to provide them with the information obtained to carry out this audit.

Lack of cooperation and/or violations of this Code of Conduct can lead to a reduction in business transactions with business partners and ultimately to an end to the business relationship with Avantgarde.