



## **COMPENDOR – Business Principles (Human Rights Policy)**

Respect for human rights is fundamental to the sustainability of Compendor GmbH and the communities in which we operate. Within our company and across our system, we are committed to ensuring that all people are treated with dignity and respect.

The Compendor Human Rights Policy is guided by international human rights principles encompassed in the Universal Declaration of Human Rights, the International Labor Organization's Declaration and the Fundamental Principles and Rights at Work, the United Nations Global Compact and the United Nations Guiding Principles on Business and Human Rights.

This policy applies to Compendor GmbH, any entities that it owns, entities in which it holds a majority interest, and the potential facilities at which we operate. Compendor is committed to working with and encouraging our partners to uphold the principles in this Policy and to adopt similar policies within their businesses.

### *Respect for Human Rights*

Compendor GmbH respects Human Rights. It is committed to identify, prevent, and mitigate adverse human rights impacts resulting from or caused by our business activities before or if they occur through due diligence and mitigation processes.

### *Valuing Diversity*

Compendor GmbH values the diversity of the people with whom we work and the contributions they make. We have a standing commitment to equal opportunity and intolerance of discrimination and harassment. We are dedicated to maintaining workplaces that are free from discrimination or harassment on the basis of race, sex, color, national or social origin, religion, age, disability, sexual orientation, political opinion or any other status protected by applicable law.

The basis for recruitment, hiring, placement, training, compensation and advancement at Compendor is qualifications, performance, skills and experience. Regardless of personal characteristics or status, Compendor does not tolerate disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment is unacceptable in the workplace and in any work-related circumstance outside the workplace. These principles apply not only to our employees but also to the business partners with whom we work.

### *Freedom of Association and Collective Bargaining*

Compendor GmbH respects our employees' right to join or form a labor union without fear of reprisal, intimidation, or harassment. Where employees are represented by a legally recognized union, we are committed to establishing a constructive dialogue with their freely chosen representatives. We are committed to bargaining in good faith with such representatives.

### *Safe and Healthy Workplace*

Compendor GmbH provides a safe and healthy workplace and complies with applicable safety and health laws, regulations, and internal requirements. We are dedicated to maintaining a productive workplace by minimizing the risk of accidents, injury and exposure to health risks. We are committed to engaging with our employees to continually improve health and safety in our workplaces, including the identification of hazards and remediation of health and safety issues.

### *Workplace Security*

Compendor GmbH is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external



threats. Security safeguards for employees are provided when needed and will be maintained with respect for employee privacy and dignity.

#### *Forced Labor, Human Trafficking, Child Labor and Work Hours*

Compendor GmbH prohibits the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor, slave labor, any form of human trafficking and the hiring of individuals that are under 18 years of age.

We compensate our employees competitively relative to the industry and local labor market. We operate in full compliance with applicable wage, work hours, overtime and benefit laws.

#### *Guidance and Reporting for Employees*

Compendor GmbH creates workplaces in which open and honest communications among all employees are valued and respected. We are committed to following all applicable labor and employment laws wherever we operate.

If you believe that a conflict arises between the language of the policy and the laws, customs and practices of the place where you work, if you have questions about this policy or if you would like to report a potential violation of this policy, you should raise those questions and concerns through existing processes, which make every effort to maintain confidentiality.

You may ask questions or report potential violations to local Management or someone else you trust. No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. We are committed to investigating, addressing and responding to the concerns of employees and to taking appropriate corrective action in response to any violation.

*Compendor GmbH reserves its right to amend this policy at any time to comply with changing laws and regulations.*