

Code of Conduct of Hamm Market Solutions GmbH & Co. KG

Hamm Market Solutions believes in the social responsibility of companies and their obligation to pursue and maintain high ethical and behavioural standards and to uphold these standards in our co-operations with business partners and suppliers.

The basis for this principle is our conviction that the rights of the individual, fairness in human relations and responsible business conduct are the foundation of a social and just society.

Congruent with the values for which we stand, we expect our business partners and suppliers to also commit to this code of conduct and to uphold its framework of rules.

1. **Child labour**

According to United Nations regulation and international national law child labour is illegal. Hamm Market Solutions supports these laws uncompromisingly.

The term "child" refers to a person who is younger than 15 years and has not completed his/her compulsory education according to respective national law. In countries where compulsory education ends before the age of 15, both national law and the convention of the United Nations on child labour must be respected and followed.

2. **Forced labour**

Any kind of forced or involuntary labour (e.g. prison labour or penal servitude) is strictly forbidden.

3. **Non discrimination**

Prejudice and intolerance towards employees are strictly forbidden. Any kind of discrimination in staff hiring and employment practices, including any distinction, exclusion or preference based on race, skin colour, caste, gender, age, ethnicity, nationality, religious belief, political opinion, membership in workers' organizations, physical or mental disability, national or social background, sexual orientation or any other personal characteristic, is prohibited.

4. **Disciplinary measures**

All members of staff must be treated with respect and dignity. Any verbal, psychological, physical, sexual or physical abuse, along with any coercion or harassment is strictly forbidden.

5. **Health and safety**

Any conditions or work practices which are not in compliance with all applicable laws and regulations or violate the United Nation's statutes of human rights are prohibited. Access to clean drinking water and toilets must be provided for in sufficient quantity. In addition, laws and regulations regarding factors such as fire safety or the provision of appropriate safety gear must be followed and upheld.

6. **Freedom of association**

The freedom of association and the right of assembly for members of staff is recognized without limitations.

7. Salary and compensation

Salaries and wages paid to members of staff must be equal or exceed the minimum wage prescribed by law or applicable industry-specific custom. The wage paid must be sufficient to cover an employee's basic needs. Illegal and unjustified wage deductions or indirect disciplinary measures in the form of wage deduction are prohibited.

8. Overtime compensation

Employees will be compensated for overtime hours at the premium rate that is legally required or, if there is no legally prescribed premium rate, at a rate at least equal to the regular hourly wage rate.

9. Work hours

Working hours must comply with the applicable law and industry standards. An employee's weekly hours are limited to 48 hours and to 60 hours with overtime. Overtime must be voluntarily agreed to by members of staff and needs to be compensated at the relevant premium rate. Employees are entitled to at least one day off following a period of six workdays.

10. Environmental protection

All relevant and applicable environmental laws and regulations must be complied with in full.

11. Law adherence of suppliers

Suppliers are obligated to comply with all applicable laws and regulations, including those pertaining to wage policy, work hours, health and safety regulations, as well as manufacture, pricing and distribution of products.

12. Briefing and compliance of suppliers

Suppliers are being informed in detail on the content of the HMS code of conduct and must agree to implement and uphold the framework of rules. Regular inspections of suppliers are conducted and manufacturing facilities can be inspected unannounced. In addition suppliers are obliged to maintain documentation confirming their adherence to the code of conduct.