



Dussmann Group

Code of Conduct

- FOR SUBCONTRACTORS AND SUPPLIERS -

The Code of Conduct for subcontractors and suppliers defines the principles and requirements concerning integrity in dealings and compliance with ethical standards and applicable legislation to be fulfilled by subcontractors and suppliers of the Dussmann Group. The Dussmann Group expects its subcontractors, suppliers and consultants (in the following “business partners”) to observe and implement the standards described in the following in their own companies, not only in the context of business activities with the Dussmann Group but also with other clients, contractual partners, competitors and public authorities. Dussmann Group business partners are also expected to extend the principles laid down in this Code of Conduct to their own business partners.

Comply with legislation and regulations

The Dussmann Group requires its business partners to comply with applicable laws, regulations and norms.

Prevent corruption and bribery

The Dussmann Group expects its business partners to combat all forms of corruption and business crime and to initiate preventive measures. Business partners ensure that their employees and subcontractors neither

offer, promise nor grant benefits to Dussmann Group employees or to third parties close to them with the intention of influencing independent business decision in an improper way. If a Dussmann Group employee actively requests a benefit, immediate notification must be made to the Dussmann Group compliance department.

Avoid conflicts of interest

The Dussmann Group expects its business partners to make decisions concerning its business activities with Dussmann Group companies exclusively on the basis of objective criteria. Conflicts with private interests or other activities including those of family members or persons close to them are avoided or made transparent.

Adhere to the rules of fair competition and antitrust law

Business partners comply with all requirements of competition law. They refrain from agreements and arrangements that influence prices, conditions, strategies and customer relations, particularly during participation in tenders. The same applies to the exchange of competitively sensitive information and to any other action that restricts or potentially restricts competition in an unlawful manner.

Protect the environment

The Dussmann Group expects business partners to continuously reduce consumption of energy, of materials and of other resources and to reduce waste. The Dussmann Group requires the use of environmentally compatible products to reduce environmental impact.

Establish health and safety in the workplace

Business partners ensure safe, healthy working conditions to prevent work-related injury and illness. They provide their employees with the necessary work materials and equipment. Business partners provide regular training and instruction for their employees and document it. They immediately report, document and evaluate risks when they are identified and work-related accidents when they happen.

Respect human rights

Business partners respect the dignity of each individual and ensure that human rights are respected throughout their value chain.

Oppose discrimination

Business partners exclude all forms of discrimination on the basis of gender, age, skin color, origin, nationality, religion, sexual orientation, disability, political opinion or trade union activity.

Promote equal opportunity and fairness

Business partners ensure fairness, trust and respect in their dealings. Business partners pay appropriate remuneration and observe legally binding minimum wage levels.

Prevent child labor

The Dussmann Group expects its business partners to prohibit and refrain from all forms of child labor in its operations. The minimum age of employment may not be lower than the age at which compulsory education ends and in no case less than 15 years. No-one is forced to work against their will by the threat

of direct or indirect violence or intimidation.

Employment is voluntary.

Prevent of all forms of harassment and abuse

Business partners do not tolerate harassment or abuse, specifically unwelcome attention and physical or verbal assault.

Uphold the right to freedom of assembly, freedom of association and collective bargaining

Business partners uphold the right to freedom of assembly, freedom of association and collective bargaining. Applicable regulations on fair working conditions are observed.

Protect data and company property

When processing personal data, our business partners take great care and maintain strict confidentiality in accordance with data protection regulations. Business partners restrict collection and processing of data to that which is necessary or contractually agreed in the context of the provision of services for the Dussmann Group and exclusively during the period in which the service is provided or as contractually agreed. Security of data processing is ensured through appropriate technical and organizational measures. The staff employed is trained to observe confidentiality and to comply with data protection regulations. Dussmann Group property and that of its clients is used with care and exclusively for the intended purpose. Facilities, work equipment and rights of use or licenses may be used for business purposes only and within the scope of the service contract.

Observe and implement the Code of Conduct

Business partners are responsible for making their employees aware of the content of the Code of Conduct for subcontractors and suppliers and ensuring that they understand and observe it. The Dussmann Group also

requires its business partners to enforce the provisions of this Code of Conduct among their subcontractors and suppliers.

The Dussmann Group reserves the right to audit observance of the Code of Conduct itself or to contract an independent third party to do so. The business partner concerned is consulted before the audit takes place.

Notify breaches and concerns (notification system/ombudsman)

When a breach of the Code of Conduct in the course of the business partner's work for the Dussmann Group is discovered or suspected, the Dussmann Group is informed immediately.

Business partners use the Dussmann Group notification system (ombudsman):

[www.dussmanngroup.com/en/
corporate-responsibility/compliance](http://www.dussmanngroup.com/en/corporate-responsibility/compliance)

Business partners do not tolerate discrimination against those who report violations of the Code of Conduct.

Non-compliance has consequences

Should a business partner fail to comply with its obligations under the Code of Conduct, the Dussmann Group is entitled to exercise its rights in accordance with contractual regulations. Consequences may include the termination of the contractual relationship.

Questions concerning the Code of Conduct may be addressed to:

Dussmann Group
compliance department
Friedrichstraße 90, 10117 Berlin
compliance@dussmann.de

Confirmation by the business partner

We have received a copy of the Code of Conduct and undertake to comply with its provisions in addition to existing contractual obligations.

.....
place, date

.....
signature business partner

.....
company stamp

.....
name (in block letters), function