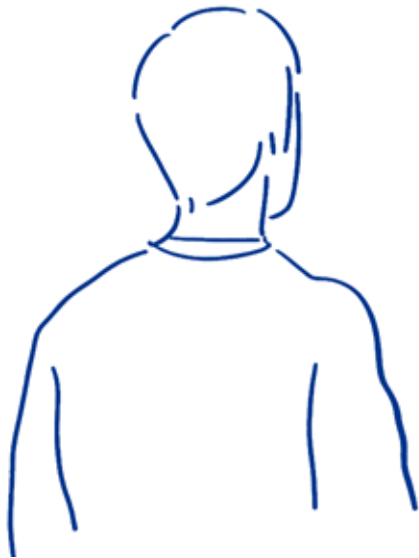


code of  
*conduct*



*Format*  
*Productions*

understanding paper



# code of conduct

## *Format Productions*

This Code of Conduct is the basic prerequisite for cooperation with Format Productions. It is a prerequisite for all existing and future contracts and an integral part of our sustainable and responsible corporate strategy.

The Code of Conduct does not replace any laws and regulations that apply to our business partners in different countries. However, should there be any contradictions between applicable law and this Code, the stricter provision shall apply.

The principles of this code apply to all business partners who conduct business with Format Productions.

We expect our suppliers to comply fully with the guidelines and meet all requirements. We also expect our suppliers to apply the standards we have defined to their own suppliers and subcontractors and to implement appropriate tools and processes to verify this both internally and in the upstream supply chain.



Mag. Thomas Riemer, Christian Moser

## management *Format Productions*

Since its foundation almost 50 years ago, Format Werk has stood for the production of high-quality products made from the renewable raw material wood. We set ourselves high standards and attach great importance to state-of-the-art standards.

We are convinced that our social and environmental commitment is an important aspect for the future of the group and our employees.

That is why we have decided to be pioneers in the field of environmental and climate protection, which means playing a leading role in environmental certificates and environmental seals of approval, as well as actively initiating projects to improve our processes in order to create the best conditions for environmentally and socially responsible action.

*Riemer Moser*



## applicable *law*

Our actions are guided by the OECD Guidelines for Multinational Enterprises and the International Labour Organisation (ILO) Core Conventions, particularly with regard to respect for human rights, fair working conditions, environmental protection and responsible business practices.

We are committed to complying with national and international laws and regulations and expect the same from our suppliers. This includes all applicable laws, regulations and standards such as anti-corruption laws, customs laws, export and trade control laws, immigration laws, competition laws, fair business conduct laws, labour and human rights laws, product safety laws, and non-discrimination and diversity and inclusion principles.

We respect human rights and take precautions against all forms of forced labour and human trafficking, child labour, and discrimination in connection with work and employment. This applies equally to our own business activities and to our supply chains.

We expect our suppliers to treat and employ their employees in accordance with human rights. This includes the United Nations Universal Declaration of Human Rights, the International Labour Organisation (ILO) Core Conventions and all relevant local legal provisions. All suppliers must have a documented policy and control mechanisms in place to implement these requirements and to remedy violations promptly and effectively.



# environment and *sustainability*

As a group of companies, we stand for ecologically and socially responsible behaviour and also expect our business partners to do their utmost to preserve an environment worth living in for future generations .

We believe that our success and credibility are increasingly influenced by our active approach to climate issues.

Our goal is to develop a sustainable and intelligent overall concept for our business processes in order to keep emissions of environmentally harmful substances as low as possible. To meet this goal, we are prepared to undergo repeated standardised audits to put ourselves through our paces.

In concrete terms, this means that all processes within our company, as well as upstream and downstream processes, are continuously reviewed and optimised in terms of their environmental compatibility.

In order to achieve our environmental goals and document the progress of our efforts in a transparent manner, we expect the cooperation and support of our suppliers:

- in the creation of the annual sustainability report by providing all relevant GHG values, including a product carbon footprint
- in the creation and fulfilment of our SBTi decarbonisation targets and the achievement of net zero by 2040
- in fulfilling our obligations under the EUDR
- in fulfilling our obligations under the German Supply Chain Due Diligence Act and the upcoming Corporate Sustainability Due Diligence Directive (CSDDD)
- in all other future activities and projects that contribute to achieving the climate goal of the Paris Agreement on global decarbonisation

# working *conditions*

We expect our suppliers to guarantee their employees jobs, working conditions and an environment that comply with all applicable laws and regulations in terms of safety, environmental protection and employee rights.

Employment is based on a formal document such as an employment contract or letter of appointment, which at least includes the terms and conditions of employment including salary, period of payment, holiday entitlement and social benefits.

## **Working hours and remuneration**

Our suppliers undertake to pay appropriate wages and to comply with all applicable labour and social security regulations relating to working hours, remuneration and social benefits.

## **Occupational health and safety**

The activities performed by employees and the nature of the workplaces comply with the relevant regulations, laws and provisions and do not endanger the safety and health of employees. The necessary personal protective equipment is provided by the employer.

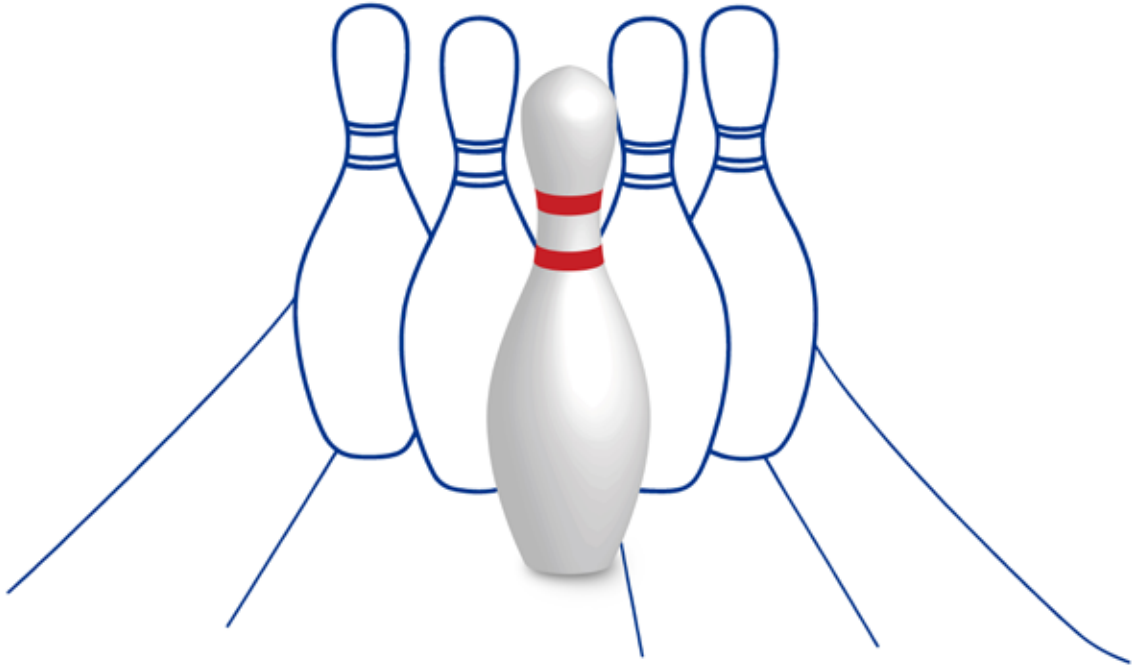
All employees are regularly informed and instructed about applicable health protection regulations.

Written records are kept of these training sessions.

## **Right of association**

All employees are entitled to establish a workers' organisation or trade union or to join such an organisation.

They are also entitled to work for such an organisation, provided that this does not interfere with the performance of their work.



# responsible *action*

We want our actions to make a positive contribution to society and the environment, and we are committed to a wide variety of projects. We enjoy the trust of our employees as well as that of our customers and business partners. We address the potential negative effects of our actions and make consistent plans to avoid them.

## Fair competition

Free markets only function properly when the principles of fair competition are respected and adhered to by all market participants.

We expect all suppliers to comply with competition and antitrust laws.

## Bribery and corruption

Format Productions does not tolerate any form of corruption in its business activities.

This includes the consistent rejection of bribery that could influence decision-making processes or our business activities in any way, or even give the appearance of such influence. Bribe payments or the granting of other benefits with the aim of gaining a personal advantage are also not tolerated.

Gifts, invitations and other benefits must comply with applicable laws and regulations and must not give the appearance of dishonesty or impropriety. Furthermore, they must be appropriate in terms of type, value and frequency in relation to the occasion and the position of the recipients.

## Transparency and information

In the interests of sustainable business practices and compliance with legal requirements, transparency in all business processes is of great importance, including the origin of materials and production methods.

Our suppliers assure us that they will provide us with information about their supply chain and production processes upon request and will support us as best they can in fulfilling our legal disclosure obligations and responding to requests for information from customers of Format Productions.

## Conflicts of interest

A conflict of interest arises when the financial, business policy, social or other personal interests of the supplier conflict with the business interests of Format Productions. In the interests of constructive cooperation, conflicts of interest must be avoided. In the event of a foreseeable conflict of interest, we expect our suppliers to inform us in a timely and proactive manner.

## Confidentiality and IT security

In an increasingly digitalised business world, Format Productions attaches particular importance to the sensitive handling of personal data (name, address, photos, personnel numbers, bank details, digital identifiers or health data).

Personal data must be handled confidentially, transparently and exclusively for the specified purposes. We protect the data of our employees and business partners against unauthorised use or distribution, alteration and loss.

Confidential information such as pricing, product details, costs, customer data, etc. must be protected by the supplier against unauthorised use, disclosure or misuse.

Format Productions has a strict IT policy and has its data and system security regularly checked by external auditors. We also expect our suppliers to ensure that all relevant systems are up to date and adequately protected against unauthorised internal and external access.

## Complaints and disclosure of misconduct (whistleblowing)

We promote an open and transparent corporate culture. All stakeholders can report suspected misconduct confidentially and without fear of reprisals via our accessible whistleblowing system.

<https://formatwerk.iwhistle.de/>

Every report is carefully reviewed and helps to strengthen our integrity and compliance.

We also expect our suppliers to provide opportunities for all stakeholders to report concerns or illegal activities anonymously, as well as to follow up on these reports and take corrective action where necessary.

# agreement and *commitment*


All suppliers to Format Productions must acknowledge our Code of Conduct for Suppliers or have an equivalent document with the same principles.

We expect our suppliers to comply with this code and reserve the right to check this ourselves or through authorised third parties and to carry out assessments to ensure compliance.

Format Productions and all affiliated companies reserve the right to terminate agreements with suppliers or take other appropriate measures if

- suppliers cannot prove that they comply with this Code of Conduct
- suppliers intentionally or grossly negligently violate this Code of Conduct
- suppliers are unwilling to remedy violations of the Code or at least attempt to remedy them, even after being requested to do so by Format Productions

**We undertake to comply with the principles of the Code of Conduct for Suppliers of Format Productions.**



Company name:

Place, date:

Name + position:

Signature / Company signature