

CODE OF CONDUCT
for Business Partners

1. Scope and Principles

Mensch und Maschine expects its business partners to comply with applicable laws as well as the social, environmental, and ethical requirements described in this Code of Conduct.

This Code of Conduct applies to suppliers, service providers, subcontractors, and other business partners within the scope of the respective business relationship.

Business partners shall appropriately implement these requirements within their area of responsibility and work to ensure that comparable principles are also observed within their supply chain.

2. Lawful and Responsible Conduct

2.1 Integrity and Compliance

Business partners shall comply with applicable laws and regulations. Corruption, bribery, money laundering, fraud, and other forms of white-collar crime are prohibited. Business decisions must be made free of conflicts of interest. Antitrust, competition, and insider trading regulations must be observed.

2.2 Protection of Information and Data

Business partners must protect intellectual property, trade secrets, confidential information, and personal data. Information may only be used for its intended business purpose. Data protection and information security requirements must be observed. Security incidents that affect the business relationship must be reported immediately.

3. Human Rights and Working Conditions

3.1 Human Rights and Labor Rights

Business partners shall respect internationally recognized human rights and fundamental labor rights. Human rights risks within their own sphere of responsibility and throughout the supply chain must be appropriately addressed.

3.2 Prohibition of Unacceptable Forms of Labor

Child labor, forced labor, human trafficking, debt bondage, modern slavery, and comparable exploitative forms of labor are prohibited. Employment relationships must be based on voluntary participation. Minimum age regulations and relevant standards for the protection of children and adolescents must be observed.

3.3 Non-Discrimination and Fair Working Conditions

Discrimination, harassment, and unfair treatment will not be tolerated. Employees must be treated fairly and with respect. Labor laws, particularly those regarding working hours, compensation, social benefits, and employee rights, must be complied with.

3.4 Occupational Safety and Health

Business partners must provide safe and healthy working conditions and comply with applicable occupational health and safety regulations. Workplace accidents, injuries, and work-related health hazards must be prevented through appropriate measures.

3.5 Complaint Procedures and Remedies

Business partners must provide appropriate reporting channels for violations and complaints. Reports must be submitted without fear of discrimination or retaliation. Incoming reports must be investigated appropriately. Confirmed violations must be rectified; necessary corrective actions must be initiated and tracked.

4. Requirements for the Supply Chain

Business partners shall address human rights, social, and environmental risks in their value chain on a risk-based approach. This applies in particular to risks related to child labor, forced labor, human trafficking, discrimination, and occupational health and safety.

Appropriate measures may include, in particular:

- Risk assessments of suppliers, activities, or areas of the supply chain.
- Supplier evaluations, questionnaires, documentation, or audits regarding social and environmental practices.
- Training or awareness-raising for relevant employees regarding human rights risks.
- Review of internal controls to prevent child labor, forced labor, human trafficking, and discrimination.
- Documentation of the results and resulting measures.

If a documented risk assessment reveals no relevant risks of human rights violations, this must be clearly documented. Confirmed serious incidents in the value chain that affect the business relationship must be reported to MuM immediately.

5. Environment and Sustainable Procurement

Business partners must comply with applicable environmental laws and regulatory requirements. They must use energy, water, raw materials, and other natural resources responsibly and avoid preventable environmental impacts.

MuM takes social and environmental aspects into account when selecting and evaluating suppliers. Contractual requirements, questionnaires, supporting documentation, or audits may be used for this purpose. Business partners shall cooperate with appropriate reviews and provide the necessary information to a reasonable extent.

6. Implementation and Consequences of Violations

Business partners shall inform affected employees of the requirements of this Code of Conduct that are relevant to them. In the event of substantiated reports of significant violations or as part of a risk-based supplier assessment, MuM may request appropriate information and evidence of compliance with this Code of Conduct.

Any identified violations must be remedied immediately. Serious or repeated violations may result in a review, restriction, or termination of the business relationship.