

## CODE OF CONDUCT FOR BUSINESS PARTNERS

### I. Preamble

RWZ (Raiffeisen Waren-Zentrale Rhein-Main AG and all companies in which Raiffeisen Waren-Zentrale Rhein-Main AG directly or indirectly holds a majority stake) stands for trust, reliability and sustainable growth. The integrity of our suppliers and service providers (business partners) plays an essential role in this.

We therefore expect our business partners to meet all relevant legal and ethical requirements and to comply with recognized environmental, social and corporate governance standards.

### II. Scope

RWZ has undertaken to comply with the principles set out in this Code of Conduct. At the same time, it obligates its business partners to observe these principles. This applies to all suppliers and service providers with whom a direct business relationship exists. RWZ also expects its business partners to ensure that their suppliers and service providers who directly or indirectly provide products or services to RWZ also commit to these or comparable principles.

### III. Human rights and fair working conditions

We expect our business partners and their suppliers and service providers to conduct business in a manner consistent with our business ethics.

- **No child labor**

Business Partners shall not employ children below the minimum legal age of employment in the respective country or jurisdiction. If no minimum employment age is specified, the business partner shall not employ any children under the age of 15. Employees under the age of 18 shall only perform work in accordance with legal requirements, e.g. with regard to working hours and- conditions, and in compliance with education and training requirements.

- **Prohibition of forced labor**

Work must always be performed voluntarily. The business partner does not use forced labor, indentured servitude or involuntary labor. Employees must be allowed to retain control of their identification documents (e.g. passport, work permit or any other personal legal document). The business partner shall ensure that employees do not pay any fees or other payments to be employed throughout the recruitment and employment period.

Punishment, psychological and/or physical coercion are prohibited. Disciplinary policies and procedures shall be clearly defined and communicated to employees.

**Bank details:**

DZ BANK AG  
Düsseldorf Organic inspection body  
IBAN: DE50 3006 0010 0000 3000 11  
BIC: GENODEDD

**Registered office of the company:**

Cologne | Local Court of Cologne,  
HRB 115531  
no.: DE-ÖKO-037  
VAT ID No.: DE 205583918

**Board of Directors:**

Christoph Kempkes | Chairman  
Michael Göthner  
**Supervisory Board:**  
Christoph Ochs | Chairman

- **Prohibition of discrimination**

The business partner promotes a respectful working environment. For example, it shall not discriminate or tolerate discrimination on the basis of gender, race, religion, age, disability, sexual orientation, color, national origin or any other characteristic protected by law.

- **Remuneration and working hours**

The business partner shall comply with national laws and binding industry standards on working hours, overtime and other employer benefits. The business partner shall ensure appropriate remuneration and pay in accordance with the statutory national minimum wage or collective wage agreement as well as provide social benefits and pay social security or comparable contributions. The business partner shall pay the employees promptly and shall inform the employees in an understandable and clear manner of the basis on which they are paid. Deductions from wages and salaries as a disciplinary measure are not permitted unless they are legally permissible.

- **Freedom of association and collective bargaining**

Business Partner's employees must have the free choice to join or not join a trade union/employee representation of their choice without threat or intimidation. The business partner recognizes and respects the right to bargain collectively within the framework of applicable laws.

#### **IV. Occupational health and safety**

We expect our business partners to strive for a high level of occupational health and safety implementation by adopting an approach to health and safety management that is appropriate for their business.

The business partner complies with the applicable occupational health and safety regulations and ensures a safe and health-promoting working environment in order to maintain the health of employees, protect third parties and prevent accidents, injuries and work-related illnesses. This includes regular risk assessments of workplaces and the implementation of appropriate hazard prevention and precautionary measures. Employees shall be adequately trained in occupational health and safety topics.

#### **V. Anti-corruption**

We expect our business partners to comply with the legal regulations on combating corruption. The business partner undertakes to conduct its business in an ethical manner and in compliance with all applicable rules and regulations.

He/she shall not promise or grant any advantages in order to improperly influence actions or to obtain an improper advantage. All transactions of the Business Partner shall be documented in its books in accordance with legal requirements.

#### **VI. no money laundering**

The Business Partner shall comply with all applicable anti-money laundering laws and regulations. It keeps financial records and prepares reports in accordance with international laws and regulations.

## **VII. Fair competition**

The business partner shall comply with applicable competition and antitrust laws. In particular, it undertakes to refrain from agreements and concerted practices which have the purpose or effect of preventing, restricting or distorting competition.

## **VIII. Ecological responsibility**

The Business Partner undertakes to protect the environment and will carry out its activities in an ecologically responsible manner. This applies in particular with regard to the conservation of resources and compliance with applicable law in the field of environmental protection. The international environmental management standard ISO 14001 serves as a parameter for ecologically responsible business activity. The business partner undertakes to take suitable and traceable measures in accordance with this standard in order to ensure environmental protection.

## **IX. Information and data protection**

The Business Partner agrees to accept responsibility for maintaining complete, accurate and timely records.

It treats confidential information (business secrets, intellectual property) and personal data with integrity and uses it only to the extent permitted and justified by business.

The collection, storage and processing of data follow the requirements of the relevant laws and rules on data protection.

Along the entire information process, namely the creation, processing, transmission, filing and destruction of information, the Business Partner shall protect itself against information loss and unauthorized manipulation by taking appropriate measures.

## **X. Dialogue with its business partners**

The business partner undertakes to ensure that its own suppliers and service providers are committed to the principles set out. Upon request, the business partner shall provide evidence of compliance with these obligations by obtaining and submitting suitable documents.

## **XI. Compliance with the Code of Conduct**

RWZ reserves the right to verify compliance with the principles itself or through audits by third parties and to adapt and expand the requirements depending on the results of a risk analysis. In the event of non-compliance, the business partners are obliged to immediately and independently initiate necessary remedial measures. Irrespective of whether the direct business partners themselves or their suppliers and service providers fail to take appropriate remedial action, RWZ shall have the right to terminate the business relationship in compliance with the contractual or statutory provisions. RWZ encourages its business partners to introduce their own binding guidelines for ethical conduct.

We expect our business partners to report possible violations of the principles outlined to us. This also includes violations by RWZ employees. Contact persons are RWZ's Compliance Team ([compliance@rwz.de](mailto:compliance@rwz.de)) and the independent ombudsman, who can be contacted confidentially outside RWZ: Dr. Carsten Thiel von Herff, Tel. +49 (521) 557 333-0 or [ombudsmann@thielvonherff.de](mailto:ombudsmann@thielvonherff.de).



**We, as a supplier of RWZ, hereby confirm that we recognize this Code of Conduct as binding for our business relationship.**

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Place, date

\_\_\_\_\_  
First name, last name    First name, last name

\_\_\_\_\_  
Function                                  Function

\_\_\_\_\_  
Signature                                  Signature

\_\_\_\_\_  
(company name)

\_\_\_\_\_  
(street, house number)

\_\_\_\_\_  
(zip code, city)

\_\_\_\_\_  
(country)