

### PREAMBLE

decor metall is a leading company for customised goods presentation on a system basis with the highest level of quality. As a full-service provider, we offer our customers product- and industry-specific display and shopfitting solutions in particular. Professional conduct in business, integrity and maintaining our excellent reputation are important cornerstones of our self-image. In doing so, we want to ensure that we treat people and the environment with respect and act in a socially responsible manner. Self-reflection in connection with our conduct from an ethical point of view is part of this for us. Against this background, the following Code of Conduct has been drawn up:

#### **1. Laws and guidelines**

Laws, mandatory regulations as well as this Code of Conduct must be complied with - whether at home or abroad. Every employee (where the masculine designation is used in the following, this always also applies to female employees) is obliged to observe the legal system within the framework of which he or she is acting and is personally responsible for compliance with the laws and regulations in his or her area of work. Our employees are required to report violations of applicable laws, mandatory regulations, applicable policies and this Code of Conduct to their supervisor or management. Inducing third parties to commit unlawful acts or knowingly participating in such acts is strictly prohibited.

Managers must live up to their role model function and demonstrate a high level of social and ethical competence. They are responsible for ensuring compliance with the relevant laws, mandatory regulations and relevant guidelines in their area of responsibility.

#### **2. Behaviour towards employees**

decor metall respects and protects the personal dignity of every individual and invests in their qualifications and competence. Discrimination, harassment or disadvantage on the basis of gender, ethnic or cultural origin, religion or belief, disability, age or sexual orientation will not be tolerated.

#### **3. Avoidance of conflicts of interest**

Situations in which personal or financial interests of employees could conflict with those of the company are to be avoided. In particular, it is prohibited to participate in the companies of competitors, suppliers or customers or to enter into business relationships with them in a private capacity if this could lead to a conflict of interest. Such a conflict is always deemed to exist if the nature and extent of the participation or business relationship is likely to influence actions in the performance of the duties at decor metall. Exceptions must be agreed in advance with the supervisor and the responsible personnel manager.

#### **4. Dealing with information**

All business transactions are documented completely, properly and transparently in accordance with legal requirements. Records and reports must be accurate and truthful. In addition, the principles of proper bookkeeping and accounting must be observed and all funds must be recorded in the accounts.

Confidential information of the company as well as confidential information of the business partners must be kept secret and may not be disclosed to third parties or made accessible to them in any other way. Third parties are also not authorised employees of the company.

Personal data may only be collected, processed or used to the extent permitted by the relevant rules.

#### **5. Conduct towards business partners and third parties**

decor metall respects fair competition and complies with the applicable laws that protect and promote competition (in particular the antitrust laws).

Suppliers are to be selected solely on the basis of objective criteria and agreements are to be made and documented completely and clearly; the dual control principle is to be observed.

No employee may accept benefits - in any form whatsoever, in particular personal gifts from decor metal business relationships - if it can be assumed on objective consideration that they could influence business decisions or business transactions.

In connection with business activities of any kind, no employee may provide business partners, their employees or other third parties with inadmissible advantages. This is to be assumed in particular if the type and scope of this advantage are suitable for inadmissibly influencing the actions and decisions of the recipient..

### **6. Occupational safety**

decor metall ensures the safety of its employees in the workplace. It is the responsibility of all employees and managers to keep hazards to people and the environment to a minimum and to observe the applicable regulations..

### **7. Sustainability**

decor metall is convinced that social commitment, environmental protection and fair cooperation are the pillars of our society and has therefore set itself the goal of harmonising economy, ecological and social responsibility in a sustainable manner. In addition to the use of an environmental management system, all employees are required to use resources sparingly and responsibly and to be actively involved in supporting environmental goals. Furthermore, we reduce the use of substances that are harmful to the environment or health as much as possible.

### **8. Compliance**

The rules contained in this policy form a core part of our corporate culture. The company-wide compliance with this policy by each individual employee is indispensable and is controlled by decor metall.