



# SUPPLIER CODE OF CONDUCT



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**FOREWORD**

Responsible and ethical behavior towards our employees, customers, suppliers, business partners, society and the environment is a matter of course for the SIRL Group of Companies (\*). This also applies to compliance with all applicable local, national and international laws and regulations.

We are committed to providing our customers and business partners with high quality products and services, and **we place equally high quality requirements on our business partners.**

This Supplier Code of Conduct sets out our minimum requirements that must be met by our business partners. The parties agree that compliance with the following requirements forms the basis for a joint, lasting and successful cooperation. A violation or disregard of the Code of Conduct may be reason and cause to terminate the business relationship.

(\*) SIRL Group of Companies (Sirl Interaktive Logistik GmbH, Sirl Interaktive Dienstleistungen GmbH, Sirl Interaktive Personalmanagement GmbH and Sirl Air Cargo GmbH) and is hereinafter referred to as SIRL.

# Compliance Corporate Policies



## COMPLIANCE CORPORATE POLICIES

SIRL wants to be successful in competition through quality, reliability and fairness. In doing so, legal requirements and internal company guidelines must be adhered to. The Compliance Corporate Principles serve as a basis for this and at the same time define the minimum requirements that must be met by our business partners. **Business partners ensure compliance with the principles set out in this Code of Conduct.**

### Competition and antitrust law

Suppliers shall act as a fair competitor in the marketplace and shall be fully committed to complying with applicable competition and antitrust laws.

### Conflicts of interest

Suppliers must immediately inform of any situation that could lead to a conflict of interest.

### Data protection and handling of information

Suppliers shall take all necessary precautions to ensure that the collection, processing and use of personal data is carried out transparently, for the intended purpose and in compliance with the applicable statutory provisions of data protection law. Suppliers shall protect all company information (e.g. trade and business secrets) as well as information from and about their business partners and treat it confidentially.

### Dealing with business partners and authorities

Suppliers strive to maintain an open, trusting and cooperative relationship with all business partners, customers and authorities. Acting in accordance with applicable law is a matter of course for you.

### Child and forced labor, human rights

Suppliers shall comply with applicable labor laws and international standards and shall not tolerate child or forced labor. Suppliers respect the dignity and personal rights of every other employee.

### Corruption and bribery

Suppliers shall not tolerate corruption or bribery. Offering or granting advantages to influence decisions are strictly prohibited.

### Handling of company property and property of business partners.

Suppliers confirm that the use of plagiarized or counterfeit materials is prohibited. The company's intellectual property must be safeguarded. Theft of intellectual property of others is strictly prohibited.

### Dealing with our employees

Suppliers do not tolerate discrimination, bullying or harassment and pay attention to mutual respect. Suppliers comply with applicable labor laws and working conditions.

### Financial reporting

Suppliers' accounting and financial reporting is proper, accurate, timely, complete, transparent and in compliance with the respective legal regulations and standards.

### Environment and sustainability

Suppliers take care to minimize resource requirements and potential environmental impacts in the supply chain, and we are committed to continuous improvement in

### Protection against retaliation when reporting misconduct (whistleblowing)

Suppliers undertake to protect employees who report misconduct from direct or indirect retaliation.