

FOR SUPPLIERS

CODE OF
CONDUCT

FOREWORD

Dear suppliers,

The REISSER Group has been in existence since the founding dates of the two predecessor companies successfully active on the market for over 150 years. Our brand REISSER stands for quality, efficiency and reliability. It is our responsibility to protect this brand in order to continue to act as a competent business partner in our sector.

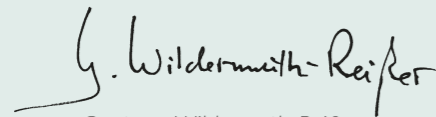
As a regional specialist retailer, we feel particularly committed to our region. Every day we promise our customers complete satisfaction, thanks to our specific know-how and commitment.

At the REISSER Group, we set high standards of integrity, ethical and moral standards for ourselves as well as for our suppliers. Whoever acts on our behalf has act in accordance with values such as reliability, commitment and compliance with the law in order to REISSER guidelines that apply in this context. In accordance with this obligation

a cooperation for REISSER is only possible in case of fulfillment the requirements listed in the Supplier Code of Conduct. The REISSER Group has drawn up the following Supplier Code to form the basis of all business relationships between REISSER and its suppliers. In Supplier Code of Conduct sets out the value standards for our requirements in our supply chain. We as REISSER Group expect our suppliers to read, understand and comply with the standards.

As the REISSER Group the following values are particularly important for our suppliers.

- Decision-making based on honest and ethical criteria
- Respecting the applicable rules and values of the REISSER Group
- Understanding the REISSER Supplier Code of Conduct and support its introduction
- Conduct ourselves in a lawful and responsible behave with each other



Guntram Wildermuth-Reißer



Alexander Bruggner

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PURPOSE & AREA OF APPLICATION

As business practices and actions of a supplier can affect the reputation and brand of REISSER's, REISSER expects that all suppliers and their employees comply with this Supplier Code of Conduct. The term „supplier“ is used by the REISSER Group to all natural and legal persons, who sell products to the REISSER Group or provide services for them. If representatives act on behalf of these sup-

pliers as for example subcontractors or affiliated companies, the commissioning suppliers have to ensure, that this code of conduct is understood and adhered.

If a supplier decides to accept an order from the REISSER Group, that is affected by the requirements of our code, the supplier must ensure, that its actions comply with the inst-

ructions in the Supplier-COC. The existing legal agreements and contracts between the REISSER Group and its suppliers are supplemented by these standards. This Code of conduct is intended to set out the minimum standards in the supplier management to conduct business activities with REISSER at any time.



PROMOTION OF THE OBSERVANCE OF HUMAN RIGHTS ALONG THE SUPPLY CHAIN

As part of our shared social responsibility, observing and complying with the law must be a matter of course. This applies both within our own organization and in our own upstream and downstream value chain. Our suppliers are required to comply with laws and regulation when making business decision.



HUMAN RIGHTS

PRINCIPLE OF THE REISSER GROUP

It is important to the REISSER Group to comply with the applicable regulations for the protection of human rights and to promote them. Since the REISSER Group only conducts business in compliance with human rights, we reject any form of child labor, forced labor, compulsory work and any form of modern slavery in our supply chain. The REISSER Group generally excludes companies that do not respect human rights and human dignity.

Prohibition of child labor:

We require from our suppliers to promote the abolition of child and to maintain the fundamental rights of children. In this context, we expect from our suppliers that the minimum age defined by the International Labor Organization (ILO) is adhered to and the state licenses for employment are observed.

Prohibition of forced labor & modern slavery: We have zero tolerance for the promotion of forced labor and modern slavery in our supply chain. Any form of labor that is not subject to freely

chosen employment will not be tolerated. Prohibition of discrimination: We expect that our suppliers base the selection of their employees solely on the basis of their qualifications and abilities and preserve equal opportunities in recruitment and employment. In particular, we expect no discrimination within their sphere of influence because of skin color, gender, age, nationality, political or religious beliefs, social or ethnic origin, disability or sexual orientation.

Remuneration and working hours: We expect from our suppliers that the remuneration and benefits are at least equal to the statutory minimum wage and that the statutory working hours / official working time regulations of the respective country are complied with and that applicable laws and regulations relating to laws and regulations regarding dismissals are observed.

Occupational health and safety: We expect from our suppliers to comply with the national and international regulations for occupational and safety health and safety at the workplace are observed. These are communicated to the employees. Our suppliers also constantly strive to improve and further develop working conditions.

Deployment of security forces: We expect from our suppliers that they do not use private or public security forces to protect the company if by their deployment current human rights, freedom and labor laws are disregarded.

Prohibition of Forced evictions: We expect from our suppliers to refrain any form of unlawful forced eviction and expropriation for acquisition, for the development or other use of land, forests and waters.

Other human rights: The REISSER-Suppliers respect and support compliance with all other requirements at the place of employment applicable with valid national human rights and any internationally applicable human rights.



EXAMPLES OF VIOLATIONS

- EMPLOY CHILDREN WHO HAVE NOT YET REACHED THE AGE OF 15 OR WHO HAVE NOT COMPLETED COMPULSORY SCHOOLING.
- TO LET WORK EMPLOYEES UNDER HUMAN DIGNITY CONDITIONS (E.G. HARD PHYSICAL WORK OR THE PERMANENT CONTACT WITH TOXIC SUBSTANCES).
- EMPLOYEES, WHO ARE EMPLOYED AGAINST THEIR WILL OR UNDER THREAT OF ANY FORM OF PUNISHMENT.



POLITICAL CONFLICTS OF INTEREST

REISSER-Suppliers commit themselves during their activities for the REISSER Group to avoid or cease relevant conflicts of interest.

A decision that is not based on a factual criterion, or which is based on a financial or personal interest and thus impairs the objectivity of the business decision, is a conflict of interest.

In line with our commitment to transparency are any conflicts of interest, that may affect the business relationship with REISSER, must be disclosed immediately. Through this measure we can reach honest decisions that are based on sound business judgment.



EXAMPLES OF VIOLATIONS

- THE SUPPLIER HAS A SECONDARY EMPLOYMENT WITH A POTENTIAL COMPETITOR OF THE REISSER GROUP ACT.
- THERE IS A PERSONAL RELATIONSHIP BETWEEN A DECISION MAKER FROM REISSER AND AN EMPLOYEE OF A SUPPLIER OF THE REISSER GROUP.

⊗ DON'Ts

RIGHT TO FREEDOM OF ASSEMBLY & FREEDOM OF ASSOCIATION

We have the expectation from the suppliers of the REISSER Group, that their employees have the right on freedom of assembly, in accordance with the applicable local laws.

In particular, organizational forms of operational and entrepreneurial co-determination such as employee representatives and trade unions are not to be discriminated by the supplier.

This also includes the right to join to these organizations without threat or intimidation on their own free decision.



EXAMPLES OF VIOLATIONS

- REFUSING THE EMPLOYEES THE PARTICIPATION ON A COMPANY MEETING, CARRIED OUT BY THE WORKS COUNCIL.
- THE EMPLOYEE IS BY THE SUPPLIER PRESCRIBED TO JOIN CERTAIN UNIONS.

⊗ DON'Ts

SUSTAINABILITY & ENVIRONMENTAL PROTECTION

REISSER AG is guided by the principles of sustainability and environmental compatibility. We expect the same attitude from our suppliers along the entire supply chain.

Due to the scarcity of resources, they promote the use of energy-efficient and environmentally friendly technologies in order to minimize energy consumption. Wherever possible emissions resulting from operating processes should be largely avoided.

In particular, when handling chemicals and hazardous substances, the supplier must have a responsible handling.

One of the most important corporate goals should be the preservation for people.

Water quality and consumption:

Wastewater from operational procedures, production processes and sanitary facilities must be before discharge or disposal typified, monitored, checked and if necessary treated. In addition, measures should be introduced to reduce the generation of wastewater.

Air quality:

General emissions from operating processes (air and noise emissions) and greenhouse gas emissions must be before their release routinely monitored, checked and treated if necessary. The supplier is also responsible for monitoring its exhaust gas purification systems and is required to find economical solutions to minimize any emissions.

Sustainable resource management:

We expect that all waste and recyclable materials are sorted and, as far as possible are sent for recycling unless they can't be avoided completely. Production waste is recycled in our own production as far as possible.

Chemicals/raw materials/conflict minerals:

Our suppliers will make appropriate efforts to minimize the use of raw materials which consists from conflict-affected or high-risk areas and contribute to human rights violants , corruption, the financing of armed groups or similar negative effects. Chemicals or materials that pose a risk when released into the the environ-

ment must be identified and handled in such a way that when handling with these substances, transportation, storage, use, recycling or reuse and disposal, safety is guaranteed. In particular no products are delivered to us that contain the chemicals according to Article 3 paragraph 1 letter a and Annex A of the Stockholm Convention of May 23, 2001 on persistent organic pollutants.

Mercury:

We expect from our suppliers to ensure that the products they supply either not manufactured with mercury or mercury compounds or that mercury waste treated properly.



EXAMPLES FOR VIOLATIONS

- THE SUPPLIER DOES NOT PAY ATTENTION TO SUSTAINABLE WASTE DISPOSAL ORGANIZATION. HE USES NO RECYCLABLE CONSUMABLES SUCH AS RECHARGEABLE BATTERIES OR ENERGY-SAVING LAMPS.
- THROUGH THIS LESS SPACE CAN BE USED IN THE TRANSPORTATION OF GOODS.

⊗ DON'Ts

PROMOTING INTEGRITY IN THE BUSINESS SECTOR

To protect the company and its employees from criminal or other liability, REISSER's suppliers have documented their business interactions and activities exclusively within the scope of their specific agreements with REISSER.

The REISSER Group maintains long-term business relationships only with suppliers whose business practices comply with the principles of conduct of this Supplier Code of Conduct. We expect from our suppliers to refrain criminal acts.



PROHIBITION OF BRIBERY AND PROHIBITION OF CORRUPTION

Bribery in the form of money, gifts or promises leads to the fact that decisions are made on the basis of inappropriate reasons. The supplier is strictly prohibited from influencing each impermissible business decision. By complying with all applicable laws and regulations to combat corruption, he complies with the expectations of the REISSER Group.

Appropriate Gifts/benefits

Insofar as the benefits are within a reasonable framework, and do not violate our internal REISSER guidelines and statutory regulations, they are not reprehensible. Our suppliers are generally allowed to give gifts and benefits of an appropriate and low value to a REISSER employee. On the other hand REISSER employees are prohibited from accepting any form of gratuities from the Supplier.

Appropriate Donation and sponsoring activities

We use our donation and sponsorship activities to achieve specific goals such as the supporting in the areas of education, culture and natural sciences.

As a supplier from the REISSER Group, donations and sponsoring activities are exclusively on a voluntary basis. They must not be misused to obtain business advantages.



EXAMPLES FOR VIOLATIONS

- PARTICIPATION IN ANY TYPE OF BRIBERY AND CORRUPTION WITH THE AIM OF INFLUENCING BUSINESS DECISIONS THROUGH INAPPROPRIATE OR ILLEGAL QUID PRO QUO INFLUENCE.
- THE OFFER OF CONTRIBUTIONS OR GIFTS WITH THE INTENTION OF INFLUENCING ON EMPLOYEES OF THE REISSER GROUP.



COMBATING MONEY LAUNDERING

„Money laundering“ means the concealment of the origin of funds derived directly or indirectly from criminal or terrorist activities, such as illegal employment, bribery, drug trafficking or fraud. The REISSER Group does not enter into any agreements with non-re-

putable suppliers. Consequently REISSER suppliers have exclusively conduct business with financial resources from legitimate sources where the origin of the funds is known. So that the payment flows are transparent cash flows can be assumed. Our busi-

ness activities with our suppliers must always be in accordance with the statutory regulations.



EXAMPLES FOR VIOLATIONS

- UNUSUAL TRANSACTIONS, WHICH CAN'T BE ASSIGNED TO AN INVOICE.
- A CUSTOMER'S REQUEST, TO ARRANGE REPAYMENTS EITHER CASH OR TO ACCOUNTS IN COUNTRIES, THAT ARE ON THE BLACK LIST OF TAX HAVENS OF THE EU.



FAIR TRADE & FAIR BUSINESS CONDUCT

REISSER suppliers must respect the free and fair competition. We have the expectation towards our suppliers that they comply with antitrust regulations and uphold the principle of fair competition.

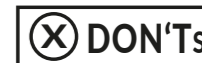
In its business activities, the supplier have to refrain acts such as unfair price or bid rigging or the enforcement of inappropriate conditions. Furthermore, anti-competitive forms of behavior such as the abuse of a dominant market position or concerted market-sharing agreements are not permitted.

It is necessary that each supplier organizes the processes in such a way that cost documents, test reports and proof of work are submitted and complete received by the REISSER Group on time and in full.



EXAMPLES FOR VIOLATIONS

- ADDRESSING TOPICS IN TALKS WITH COMPETITORS SUCH AS PRICES, PRICING, BUSINESS PLANNING, BUSINESS PARTNERS OR DELIVERY TIMES.
- THE INTENTIONAL IMPLEMENTATION OF PRICE FIXING WITH THE OBJECTIVE OF A MORE PROFITABLE CONDITIONS AGREEMENT, IN ORDER TO PARTICIPANTS OUT OF THE MARKET.



PRODUCT AND TRANSPORTATION SAFETY

Product and transportation is of particular importance. Our suppliers are faced with the challenge by transporting the products to eliminate all risks, disadvantages and dangers. This is only possible when suppliers comply with legal regulations and internal standards in the supply chain. The REISSER Group requires its suppliers to ensure the safety of their products throughout their entire supply chain.

Should there be any doubts during transportation of the goods because of possible loss or damage, the supplier must take the necessary steps to secure the goods. Our suppliers are constantly endeavor to address all safety concerns regarding the safe transportation of our products to us immediately in order to avoid transportation loss or damage

EXAMPLES FOR VIOLATIONS

- THE NON-REGULAR REVIEW OF THE LOGISTICS SERVICE PROVIDERS CHOSEN TRANSPORTATION PROCEDURES BY THE SUPPLIER.
- THE NON-OBSERVANCE HIGHER STANDARDS FOR THE TRANSPORT OF DANGEROUS GOODS, WHICH ARE NATIONAL AND INTERNATIONAL DANGEROUS GOODS REGULATIONS EMBED.



CORRECT MANAGEMENT OF BOOKS/DOCUMENTS & FILE MANAGEMENT

The REISSER Group only works with suppliers who provide proper and complete accounting and financial reporting.

When cooperating with our suppliers the avoidance of irregularities is particularly important, because these can have serious consequences for the REISSER Group and its responsible parties.

As a result, our suppliers are obliged to comply with the framework conditions in order to avoid unlawful actions. Transparency and accuracy is here of the utmost importance.



EXAMPLES FOR VIOLATIONS

- NON-COMPLIANCE OF LEGAL PROVISIONS AS WELL AS TAX LAWS AND REGULATIONS THAT GENERATE MISTRUST AGAINST STAKE HOLDERS.
- THE NOT CAREFUL AND INTEGRITY OF ALL RELEVANT RECORDS - FROM RESEARCH RESULTS TO EXPENSE REPORTS.

MANAGEMENT SYSTEM

We have the expectation of our suppliers that they have a management system in place that supports the implementation of this Code of Conduct. The supplier management system should have appropriate resources to ensure the implementation of the described concepts. It also requires the application of procedures

which are necessary for the compliance of applicable laws. The supplier can do this e.g. through continuous training, monitoring and documentation. The aim of our suppliers should be to implementation of action plans, to identify the necessary corrective measures for defects.



EXAMPLES FOR VIOLATIONS

- THE ABSENCE OF A RISK ASSESSMENT AS PART OF THE SUPPLIER MANAGEMENT SYSTEM, TO IDENTIFY THE SIGNIFICANCE OF EACH RISK TO BE ABLE TO IDENTIFY THE AIM OF DERIVING PROCEDURAL AND PHYSICAL CONTROLS.
- THE SUPPLIER DOES NOT GIVE ITS EMPLOYEES THE OPPORTUNITY TO PARTICIPATE IN NEW AND ONGOING TRAINING FOR THE FULFILLMENT OF APPLICABLE LEGAL AND REGULATORY REQUIREMENTS.

(X) DON'Ts

PROMOTING INTEGRATION DEALING WITH REISSER-ASSET VALUE

DATA PROTECTION

As an intermediary, we work daily with a large number of customers and suppliers entrusted to us, whose data we may only process with the consent of the data subject. In its business activities, the supplier must responsibly and transparently handle with customer, employee and business partner data.

He must take all necessary measures to store and use data in a lawful way. The basis for this is the General Data Protection Regulation (GDPR), which sets out the applicable laws and regulations on data protection, including the protection of personal data.



EXAMPLES FOR VIOLATIONS

- IN CASE OF LOSS OF A USBSTICK WITH NOT EFFECTIVELY ENCRYPTED DATA WHICH IS PASSED ON VIA A THIRD PARTY.
- RECEIVED APPLICATION DOCUMENTS WILL BE PROCESSED AND STORED WITHOUT THE CONSENT OF THE DATA SUBJECT.

(X) DON'Ts

INFORMATION SECURITY

Our most important assets include the extensive and business trade secrets and technical know-how. Their protection has the highest priority for the REISSER Group and its partners.

Our suppliers are prohibited from disclosing information about the internal business processes of the REISSER Group in the course of business or in the private sphere.

As our business secrets serve to safeguard our competitiveness, these must be protected in a particular way.

In addition, there is a need for sufficient security of the technical information systems, that go beyond common standards such as virus protection programs and encryption.



EXAMPLES FOR VIOLATIONS

- THE BUSINESS PARTNER USES AN UNAUTHORIZED DEVICE/ SOFTWARE TO OBTAINING CONFIDENTIAL DOCUMENTS OR DATA CARRIERS.
- THE BUSINESS PARTNER ABUSES THE USE OF A RECEIVED AUTHORIZATION FOR ILLEGAL PROCESSING OF DATA.



NOTES ON POSSIBLE CONCERNS & VIOLATIONS

COMPLIANCE WITH THE REISSER-REQUIREMENTS

In order to ensure compliance with the REISSER-Requirements of this Supplier Code of conduct, the REISSER Group reserves the right to take appropriate measures to verify the above mentioned requirements.

The examination can take various forms e.g. via a self-assessment, a supplier audit or a questionnaire.

If an on-site inspection is required, this is always carried out in coordination with a joint representative of the business partner in compliance with legal provisions and contractual agreements.

If a violation is detected during the inspection, the supplier must document the incident and independently take appropriate measures.

REPORTING OF COMPLIANCE VIOLATIONS

Our suppliers should have an internal mechanism to report concerns and violations of the Supplier Code of Conduct immediately to the REISSER Group without delay.

Every reported violation is treated by the Compliance Officer with the utmost confidentiality and anonymity. We do not tolerate retaliation by suppliers against those who report a compliance violation in good faith.

To report compliance violations are the contact details of the Head of Compliance or the attached contact form available.

LEGAL CONSEQUENCES OF VIOLATIONS

Non-compliance with the requirements formulated in the Supplier Code of Conduct is regarded by the REISSER Group as a serious matter. If the breach of rules actually constitutes a violation of this Supplier Code of Conduct, the REISSER Group will take appropriate legal action.

The consequence of an infringement depends on the severity of the violation of rights. In any case, the REISSER Group reserves the right to claim damages, to disqualify the supplier or to terminate the business relationship to the supplier. The initiation of legal action can be prevented if the Supplier cooperates with the REISSER Group, clarifies the facts of the case and immediately countermeasures without delay. These measures are intended to counteract future misconduct, to ensure a transparent and reliable cooperation with the supplier.

REPORTING OF COMPLIANCE-VIOLATIONS

You are welcome to use the existing contact form to send us inquiries and compliance violations. We are aware that the supplier self-disclosure cannot be requested by us, but the Compliance Officer requires it for the correct and truthful processing of compliance violations as a prerequisite.

DECLARATION OF CONSENT TO ACCEPTANCE OF THE REQUIREMENTS IN THE SUPPLIER CODE OF CONDUCT

The REISSER Group reserves the right to request a declaration of consent to accept the requirements specified in the Supplier Code of Conduct. External suppliers of the REISSER Group must for cooperation be in accordance with the standards regarding safe working conditions, respectful treatment of employees, the observance of ethical principles in business transactions, the orientation towards the principles of sustainability and to promote the refrain from corrupt activities.

At the center of our business model is always the preservation of all criteria relating to environmental, social and governance guidelines.

By participating in commercial trade, we are also subject to the Supply Chain Duty of Care Act. As a result, our suppliers must also comply with the requirements set out in the Supplier Code of Conduct and ensure this along their entire value chain.

Our suppliers are aware that in the event of non-compliance with the REISSER requirements from this Code of Conduct, the supplier must cooperate with the REISSER Group to initiate countermeasures for future prevention.

We hereby recognize

(Company)

to accept the requirements of the Supplier Code of Conduct.

(Place, date)

Signature Stamp

Signature Head of Compliance

CONTACT FORM

*First and last name**

*Company**

*Department**

*E-Mail**

Telephone (optional)

*Message**

I agree to the processing of the data entered and to the privacy policy.

**Mandatory fields*

REPORTING OF COMPLIANCE-VIOLATIONS, Whistleblower-Hotline: reisser.whistleblowing-software.com

Tochterunternehmen von REISSER: