

Guidelines for acting together

Code of conduct for contractual partners



**DESTILLERIE
KAMMER-KIRSCH**

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1. Introduction

Economic success and social responsibility go hand in hand. Kammer-Kirsch has set itself the goal of establishing and deepening sustainable and aspiring partnerships and cultivating responsible and ethical behavior towards employees, contractual partners, society and the environment as an integral part of its corporate philosophy. As a contractual partner of Kammer-Kirsch, you are an integral part of the company and therefore make a significant contribution to the goal of continuous improvement in supply chain management. Kammer-Kirsch expects all of its contractual partners to commit to responsible business practices and sustainable development. Regardless of location, each contractual partner must conduct its business in accordance with the Kammer-Kirsch Code of Conduct for Contractual Partners. Contractual partners are also expected to pass on these principles within their own supply chain and to go beyond the legal requirements to assume social and environmental responsibility and act ethically. Our joint commitment is crucial for our success, for compliance with applicable laws and for the sustainable future of our industry.

2. Scope of application

Our Code of Conduct for Contractual Partners forms the basis of our business relationships and is therefore a binding component of contracts with our contractual partners. We expect our contractual partners to comply with our guidelines and also to communicate them to their business partners, suppliers and subcontractors and implement them through appropriate measures.

2.1 Compliance with applicable law

Compliance with all laws and regulations of the countries in which we operate is a matter of course for us. We expect the same from our contractual partners. If national legislation deviates from the Code of Conduct, the stricter regulation for the protection of people and nature must always be observed.

2.2 Protection against corruption and bribery

The contracting party shall not engage in or use corruption, extortion, embezzlement or bribery to gain an unfair or improper advantage. The contractual partner complies with all applicable anti-corruption laws and regulations in the countries in which it operates and applicable international anti-corruption conventions. Suppliers have appropriate processes in place to prevent the introduction of illicit money into the legal economic cycle. They combat the financing of terrorism and report any incidents to Kammer-Kirsch.

Contractual partners may not give or accept gifts, gratuities, gestures of hospitality or meals if they give the appearance of exerting influence or exceed the generally accepted scope. Gifts include cash or cash equivalents such as entertainment, gift cards, product discounts and extra-business activities. Suppliers must have a process in place to investigate and report violations of this policy.

2.3 Protection of assets and property

Any form of fraud or property-damaging offences is prohibited. Our employees are aware that Kammer-Kirsch's assets and property are earmarked for a specific purpose.

We expect our contractual partners not to tolerate behavior that damages assets, regardless of whether this damages Kammer-Kirsch assets or the assets of third parties. This includes in particular fraud, embezzlement, theft, tax evasion, embezzlement and money laundering.

2.4 Fair competition

Contractual partners act in accordance with the principles of fair competition and applicable antitrust law. The contractual partners do not participate in agreements with competitors that violate antitrust law, do not abuse their market position and do not participate in other anti-competitive practices.

2.5 Protection of intellectual property

Contractual partners are expected to adequately protect all sensitive, confidential, proprietary information. In their business relationship with Kammer-Kirsch, the contracting parties must comply with all applicable data protection laws and regulations. The contractual partners must comply with all applicable laws for the protection of intellectual property rights. This includes protection against disclosure.

2.6 Privacy policy

The contracting parties recognize that Kammer-Kirsch considers the protection of personal data to be a fundamental human right. The contracting party has procedures and practices in place to secure and protect personal data. The contracting party shall comply with all data protection, data security and cyber security laws applicable to Kammer-Kirsch or the contracting party and shall inform Kammer-Kirsch immediately if it becomes aware that there has been a breach of the EU General Data Protection Regulation.

The contracting party shall maintain a security program in accordance with Kammer-Kirsch's information security and data protection requirements, which shall include technical and organizational measures to prevent misuse, compromise, loss, manipulation or unauthorized disclosure or appropriation of, or unauthorized access to, confidential, proprietary or otherwise protected information.

2.7 Financial integrity

The contractual partners conduct their business and accounting properly. Business transactions, assets and liabilities are documented in accordance with legal requirements. Relevant documents must not be intentionally provided with false or misleading entries. Any form of balance sheet manipulation is prohibited. Business transactions must be documented or posted under all circumstances.

2.8 Conflicts of interest

Kammer-Kirsch expects the contracting parties to avoid any conflicts of interest or situations that give the appearance of a potential conflict of interest. In the event of an actual or potential conflict of interest, the contracting parties shall notify all parties concerned. This also includes a conflict between the interests of Kammer-Kirsch and their own interests or those of family members, friends or employees.

2.9 Confidentiality and business information

The contractual partners must comply with the laws on data protection and information security and the official regulations when collecting, storing, processing, transmitting and passing on personal information. They undertake to protect private information in order to fulfil the reasonable expectations of the client. Discussing confidential information in public or the unauthorized disclosure of information about the company or its customers to third parties constitutes a breach of confidentiality and may constitute a violation of antitrust law, among other things.

2.10 Data security

The contractual partners shall ensure that the statutory provisions on data protection are complied with and, in particular, that personal data is only processed in accordance with the statutory requirements of the respective country. Before commencing the provision of services, the business partner shall inform the employees and other third parties of the legal requirements and place the persons concerned under an obligation to maintain data secrecy as required by data protection law. Furthermore, the contractual partner is obliged within the framework of the applicable laws to guarantee the right to informational self-determination and the protection of all personal data and business information.

3. Employees

3.1 Human rights

Kammer-Kirsch is committed to supporting, protecting and respecting internationally proclaimed human rights. Our policies are guided by the principles of the United Nations Universal Declaration of Human Rights. Kammer-Kirsch's policies reflect our commitment to conducting our business in a manner consistent with these principles. Our corporate culture and core values express that we treat all team members, contractors and suppliers with dignity and respect and promote a safe, healthy, fair and supportive work environment. Contractors must ensure that they do not violate human rights and are committed to treating their workers with dignity and respect and providing them with a safe, healthy and supportive working environment.

3.2 Ban on forced and child labor

The minimum age for employment in the respective country must always be observed. Young employees may no longer be subject to compulsory education. Employees under the age of 18 are subject to special protection. Hazardous work that has a negative impact on health, safety or development is therefore prohibited.

Furthermore, contractual partners may not engage in, participate in or benefit from forced labor, modern slavery or work performed under threat of punishment or coercion.

3.3 Fair working conditions

Employees must be paid at least the national minimum wage. In countries where there are no statutory or collectively agreed regulations, remuneration is based on the industry-specific, local customary and collectively agreed remuneration for services. It must be ensured that wages cover the basic needs of employees and their families.

Sufficient breaks and rest periods must be taken in accordance with the law, industry standards or collective agreements. At least one day off per week must be granted. A regular working time of 60 hours per week must not be exceeded. Overtime is voluntary. If these regulations are deviated from in exceptional cases, the employee must be granted substitute rest periods. The working hours and remuneration must be set out in the employment contract and be known to the employees.

3.4 Anti-discrimination and harassment

All employees are to be treated with respect. We act in accordance with the principle of equal opportunities and equal treatment. Any form of discrimination in the workplace is therefore not tolerated. Neither gender, race, religion, age, family circumstances, sexual orientation, origin or membership of an employee representative body may be grounds for differentiation, exclusion or favoritism in the workplace.

The contractual partner may not require pregnancy tests or other medical examinations unless such tests or examinations are required by applicable laws or regulations or are necessary for occupational safety. Employees must not suffer any disadvantages based on test results.

The contractual partner must ensure a workplace that is free from harassment and any form of abuse. The contractual partner may not threaten its employees with harsh or inhumane treatment or expose them to such treatment. This includes, but is not limited to, verbal abuse and harassment, bullying, mental and physical coercion and sexual harassment.

The contractual partner must ensure that external recruitment agencies comply with the provisions of this Code and applicable laws.

3.5 Freedom of association

Our contractual partners respect the rights of employees in accordance with national legislation to form employee representation and conduct collective bargaining.

3.6 Health and Safety

Contractors must comply with all applicable health and safety laws and regulations by providing a safe and healthy work environment and assigning responsibility for workplace health and safety to a senior management representative. Contractors must have a process in place to identify the health and safety risks associated with their business operations, determine the relative significance of each risk and implement the appropriate risk mitigation measures. Employees must be informed of these significant risks to their health and safety. Workers must receive regular and documented health and safety training, and this training must be repeated for newly hired or reassigned workers. Contractors shall provide all their workers and employees with a safe and healthy workplace that ensures basic safety and adequate emergency procedures and physical requirements, including fire alarms, exits and emergency drills; free personal protective equipment; safety equipment and training appropriate to the task; and access to emergency medical care. Workers must have access to potable water, adequate sanitation, including gender-segregated toilets and facilities, and, where appropriate, safe and hygienic accommodation that meets the highest industry standards and provides privacy, security and gender segregation. Contractors must take appropriate measures to protect pregnant and breastfeeding women and young people (e.g. apprentices). Contractors must

investigate all occupational health and safety incidents involving their workers and employees to identify the root causes and determine the necessary corrective actions to prevent recurrence. Contractors must establish and maintain appropriate health and safety procedures and ensure that they are publicized.

4. Environment

Contractors must comply with all applicable environmental laws and regulations. All necessary environmental licenses and permits, registration details and restrictions must be obtained and their operational and reporting obligations must be complied with. Contractors must use appropriate methods to identify and assess the risks of harm in their own operations and those of their business partners and conduct risk-based due diligence. Contractual partners must: identify and assess risks; identify opportunities to mitigate environmental impacts and, where feasible, promote partnerships for climate change mitigation; take measures to prevent and mitigate environmental risks and impacts (particularly on climate change) have a methodology for tracking and monitoring; have established the necessary communication with relevant stakeholders; and contractors must provide training and information on environmental risks and controls to all relevant employees. These must be provided and presented in a form and language easily understood by employees.

4.1 Responsible use of resources

All laws, regulations and standards for the protection of the environment and natural resources must be complied with.

Contractual partners undertake to use resources sparingly and responsibly, to avoid damage and to reduce the emission of climate-damaging gases.

The contractual partner undertakes to continuously reduce climate-damaging emissions and to minimize or avoid the generation of waste of any kind, including water and energy.

The contractual partner must systematically identify, organize, reduce and responsibly dispose of or recycle hazardous and non-hazardous waste.

5. Realization

5.1 Compliance

Contractors are expected to demonstrate compliance with this Code upon request. Kammer-Kirsch reserves the right to audit compliance with this Code, including site visits and inspections by Kammer-Kirsch personnel or designated representatives. Records of audits of contractors' supply chains should be available upon request.

If a contractor is found to be non-compliant with any aspect of the Code, this must be reported immediately and corrective action implemented. Kammer-Kirsch reserves the right to terminate the cooperation with a contractual partner if the Code is not complied with.

5.2 Supply Chain Compliance

Our contractual partners shall endeavor to ensure that their own business partners who work for or on behalf of Kammer-Kirsch are also aware of and comply with the minimum requirements of the Kammer-Kirsch Code of Conduct for Contractual Partners.

As the minimum principles of the Kammer-Kirsch Code of Conduct for Contractual Partners are to be complied with throughout the entire value creation process, our contractual partners shall draw the attention of third parties whom they employ in their work for Kammer-Kirsch (e.g. subcontractors, consultants) to the Kammer-Kirsch Code of Conduct for Contractual Partners and shall ensure that they comply with it in their contractual relationship with Kammer-Kirsch.

5.3 Violations of the Kammer-Kirsch Code of Conduct

Disciplinary measures must be in accordance with applicable law and must not restrict or even violate the dignity and rights of employees. Corporal punishment, humiliation and physical and psychological coercion are not permitted.

Furthermore, disciplinary measures must always be documented and must be explained clearly and comprehensibly to employees

6. Reporting violations

As soon as the suspicion arises that a contractual partner or an employee of Kammer-Kirsch or someone acting on behalf of Kammer-Kirsch is engaging in illegal, unethical or otherwise inappropriate behavior or other activities that violate the Code, this must be reported immediately to the management of Kammer-Kirsch.

7. Contact Person

The management of Kammer-Kirsch is available as a contact partner for questions and suggestions.

Kammer-Kirsch GmbH
Hardtstr. 35-37
76185 Karlsruhe
Tel: +49(0)721/955510
Fax: +49(0)721/550688

Kammer-Kirsch Supplier Code of Conduct for contractual partners

1. The contractual partner has received the Kammer-Kirsch Code of Conduct for Contractual Partners.
2. In addition to the obligations arising from framework and supply agreements with Kammer-Kirsch, the contractual partner hereby undertakes to comply with and recognize all principles and regulations of this code.
3. The declaration shall be governed by the substantive law applicable in the Federal Republic of Germany and the law of the European Union.

Name contractual partner

Place and date

Name, first name

Role

E-Mail- address

Signature

This declaration must be signed by duly authorized representatives of the business partner.