

CODE OF CONDUCT

**CODE OF CONDUCT FOR BUSINESS PARTNERS
OF THE INNIGHT EXPRESS GERMANY GMBH**



INNIGHT EXPRESS GERMANY GMBH

PREFACE BY THE EXECUTIVE BOARD

Dear business partners,

our business activities should provide added value for society, the environment and our fellow human beings. We therefore bear a special corporate responsibility and are convinced that holistic thinking and action, taking into account social, ecological and economic challenges, form the fundamental basis for value-creating and growth.

Our business practices cultivate a responsible approach to nature and its resources. We attach great importance to respectful, fair and cooperative dealings with our employees and business partners.

Our Code of Conduct for Business Partners defines the minimum requirements for social, environmental and ethical challenges as well as human rights obligations. It forms the basis for a business relationship with us.

This Code of Conduct is based on the following guidelines:

- ▶ Principles of the United Nations Universal Declaration of Human Rights (<https://www.un.org> and <https://www.menschenrechtserklaerung.de>)
- ▶ United Nations Global Compact (Code of Conduct for a Globalised Economy) (<https://www.globalcompact.de> and <https://sdqs.un.org>)

- ▶ Core labour standards of the International Labour Organisation (ILO) (<https://www.ilo.org>)
- ▶ UN Convention on the Rights of the Child (<https://www.unicef.de>)
- ▶ UN Convention on the Elimination of All Forms of Discrimination against Women (<https://www.unwomen.de>)

We therefore expect our business partners to comply with the laws and regulations of the countries in which they operate, as well as with the standards set out in this Code of Conduct. We expect you to train your employees on these principles and to encourage and promote compliance at all times.

We reserve the right to adjust these requirements appropriately in accordance with the laws currently in force. We will report any changes on our homepage. In such a case, we expect the adapted principles to be respected. Furthermore, we reserve the right to conduct unannounced visits and investigations regarding compliance with the Principles.

We understand that achieving these standards is an ongoing process and requires continuous improvement. Nevertheless, a violation of this Code of Conduct may be grounds for us to terminate the business relationship.

Many thanks for the good cooperation!



Donald Pilz
CEO



Lothar Rosenkranz
COO



Dag Jessel
CFO

**YOU HEREBY EXPRESSLY UNDERTAKE TO COMPLY
WITH THE FOLLOWING PRINCIPLES:**

Respect for Fundamental Human Rights

- ▶ You respect the personal dignity, privacy and other rights of all employees and are not complicit in human rights abuses. Your employees must not be physically punished or physically, sexually, psychologically or verbally harassed or abused.
- ▶ You promote equal opportunities and equal treatment for all employees and are committed to anti-discrimination. You make business decisions regardless of the colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender or age of your employees.
- ▶ You recognise the principle of equal pay for men and women and always take into account only the skills and qualifications of employees in your business decisions, especially in recruitment, promotion, remuneration, special benefits, training, dismissal and termination.
- ▶ You comply with the legal requirements of the Minimum Wage Act (MiLoG) and all other components of the employment contract.
- ▶ You exclude forced labour of any kind as well as forced prison labour, servitude and the like.
- ▶ You respect the right of your employees to freedom of association and collective bargaining within the framework of national laws.

Prohibition of Child Labour

- ▶ You ensure that your employment practices are free from any form of child labour. Unless local law sets a higher age limit, do not employ a person who is of compulsory school age or younger than 15 years (exceptions according to ILO Convention 138). You ensure that employees under the age of 18 do not carry out dangerous work and work only limited hours at night, taking into account the requirements of their training.



Prohibition of Corruption and Bribery

- ▶ You refrain from any form of corruption or bribery and promote fair competition in the market. You protect themselves and others from all forms of anti-competitive practices, bribery and corruption.

Health and Safety of Employees

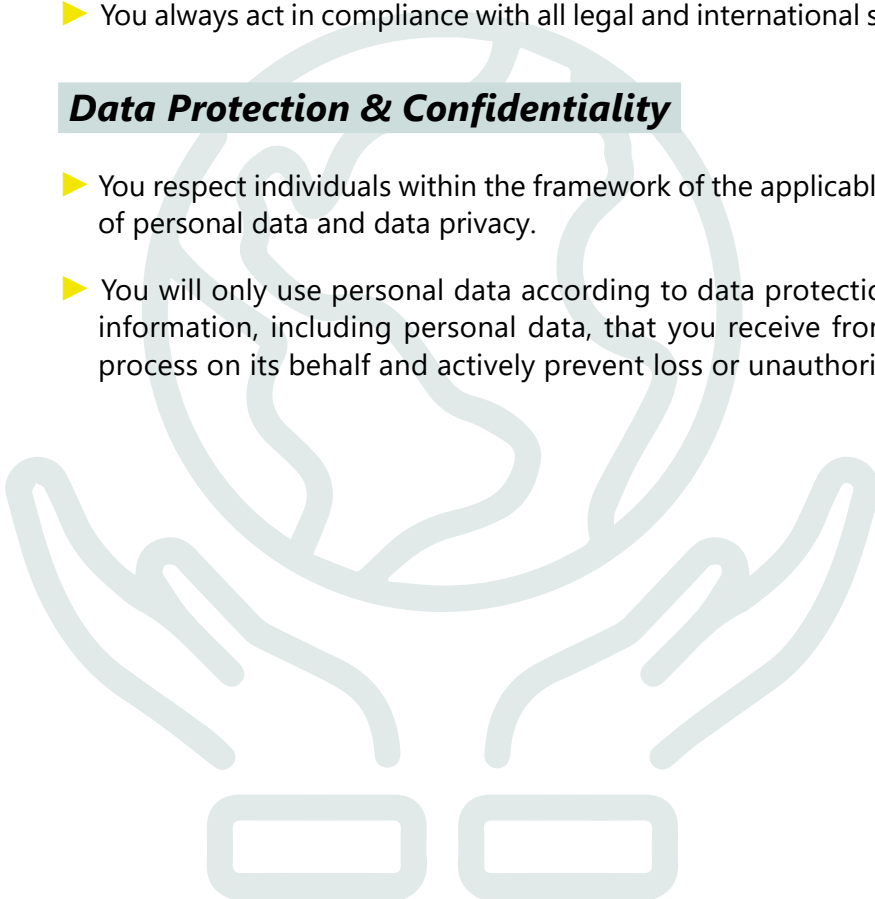
- ▶ You take responsibility for the health and safety of your employees and ensure a safe and healthy working environment.
- ▶ You control any risks and initiate the best possible precautions and measures to actively prevent accidents and occupational diseases.
- ▶ You ensure that your employees are informed about applicable health and accident prevention matters through appropriate training.

Contribution to Environmental Protection

- ▶ You comply with the principles of the UN Global Compact and related laws and combat inappropriate and unlawful behaviour.
- ▶ You make an active contribution to environmental protection and help to reduce the consumption of raw materials and energy, conserve natural resources and reduce waste disposal.
- ▶ You oblige to be responsible, committed and transparent with regard to the continuous improvement of your obligation to sustainable development.
- ▶ You always act in compliance with all legal and international standards on environmental protection.

Data Protection & Confidentiality

- ▶ You respect individuals within the framework of the applicable legal requirements for the protection of personal data and data privacy.
- ▶ You will only use personal data according to data protection guidelines and protect confidential information, including personal data, that you receive from Innight Express Germany GmbH or process on its behalf and actively prevent loss or unauthorised access.



REPORTING PROCEDURE FOR VIOLATIONS OF THE CODE

- ▶ If employees of yours suspect that employees of Innight Express Germany GmbH or a person acting for or on behalf of Innight Express Germany GmbH have engaged in illegal or otherwise unauthorised activities, report this immediately to Innight Express Germany GmbH.
- ▶ We guarantee confidentiality and, if desired, of course anonymity of the reporting persons and circumstances. For this purpose, please contact Innight Express Germany GmbH and inform us, in as much detail as possible, about possible violations.



In case of any questions, suggestions or if you would like to report an incident, please send your request via e-mail to compliance@nox-nachtexpress.de or use the QR code.

By mail to the following address:

Innight Express Germany GmbH
Compliance
Katzbergstraße 3
40764 Langenfeld

