

# event it



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# CODE OF CONDUCT

VERSION 08 | 2024

## Preamble

As an owner-managed company, event it AG is committed to ecologically and socially responsible corporate governance and, in particular, to respecting human rights. We also expect this from our suppliers. We also expect our employees to observe the principles of ecological, social and ethical behavior and to integrate them into the corporate culture. We also strive to optimize our business activities and our products and services in terms of sustainability and ask our suppliers to contribute to this in the sense of a holistic approach.

The Code of Conduct for Suppliers and Service Providers defines the minimum standards for compliance with the corporate duty of care for the future cooperation of all contractual partners of event it AG and is to be understood as a common code of conduct.

This agreement is the basis for all future deliveries. The contractual partners undertake to comply with the principles and requirements of the Code of Conduct and to endeavor to contractually oblige their subcontractors to comply with the standards and regulations listed in this document. The following regulations are binding for the cooperation between event it AG and its suppliers.

The Code of Conduct applies as long as the supplier has a business relationship with event it AG. It is made clear that compliance with the requirements of this Code of Conduct does not release the supplier from fulfilling any further requirements arising from applicable laws and regulations. In this respect, the Code of Conduct merely standardizes minimum standards.

The Code of Conduct is based on national laws and regulations such as the Supply Chain Due Diligence Act (LkSG) as well as international conventions such as the United Nations Universal Declaration of Human Rights, the Guidelines on the Rights of the Child and Business Conduct, the United Nations Guiding Principles on Business and Human Rights, the standards and basic principles of the ILO (International Labor Organization) and the United Nations Global Compact.

## Requirements for suppliers

event it AG expects that the supplier does not violate the following obligations set out here and operates appropriate risk management for this purpose.

Violations of the Code of Conduct must be reported to the e-mail address **compliance@eventit.ag**, taking into account the legitimate interests of the supplier, the rights of employees, data protection or the protection of business secrets.

# Social and ecological responsibility

## Human rights and child protection



### **No forced labor, slave labor or comparable work may be used.**

All work must be voluntary and without threat of punishment. Employees must be able to terminate their work or employment relationship at any time. Furthermore, there must be no unacceptable treatment of workers, such as psychological hardship, sexual harassment and humiliation. The hiring or use of security guards must be prohibited if persons are treated in an inhumane or degrading manner or are injured during their deployment or if freedom of association is impaired.



### **Prohibition of child labor**

Child labor may not be used at any stage of production. Suppliers are requested to comply with the recommendation of the ILO conventions on the minimum age for the employment of children. Accordingly, the age should not be less than the age at which compulsory education ends according to the law of the place of employment and in any case not less than 15 years. If children are found at work, the supplier must document the measures to be taken to remedy the situation and enable the children to attend school. Young workers under the age of 18 must not be employed for work that is harmful to the health, safety or morals of children. Special protective regulations must be observed.



### **Fair remuneration**

Remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher. The remuneration for overtime must always exceed the remuneration for regular hours. If the remuneration is not sufficient to cover the costs of normal living expenses and to build up a minimum level of reserves, the supplier is obliged to increase the remuneration accordingly. Employees shall be granted all legally prescribed benefits. Deductions from wages as punitive measures are not permitted. The Supplier shall ensure that employees receive clear, detailed and regular written information about the composition of their remuneration.



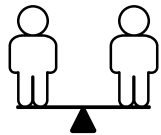
### **Fair working hours**

Working hours must comply with applicable laws or industry standards. Overtime is only permitted if it is voluntary and does not exceed 12 hours per week, while employees must be granted at least one day off after six consecutive working days. The weekly working time may not regularly exceed 48 hours.



### **Freedom of association**

The right of employees to form organizations of their choice, to join them, to bargain collectively and to strike must be respected. In cases where freedom of association and the right to collective bargaining are restricted by law, alternative possibilities for independent and free association of employees for the purpose of collective bargaining must be provided. Employees must not be discriminated against on the basis of founding, joining or being a member of such an organization. Employee representatives must be granted free access to the workplaces of their colleagues in order to ensure that they can exercise their rights in a lawful and peaceful manner.



### **Equal treatment, prohibition of discrimination**

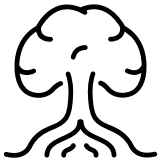
Unequal treatment of employees in any form is prohibited unless it is justified by the requirements of employment. This applies, for example, to discrimination based on gender, national, ethnic or social origin, skin color, disability, health status, political beliefs, ideology, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of each individual are respected.

## **Occupational health and safety**



### **Health protection, safety in the workplace**

The supplier is responsible for a safe and healthy working environment. The necessary precautionary measures against accidents and damage to health that may arise in connection with the work shall be taken by setting up and applying appropriate occupational safety systems. Appropriate measures must be taken to prevent excessive physical or mental fatigue. In addition, employees are regularly informed and trained on applicable health and safety standards and measures. Employees are given access to sufficient quantities of drinking water and access to clean sanitary facilities.



### **Preservation of natural resources**

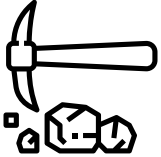
The supplier must not deprive people of land, forests or bodies of water whose use secures their livelihoods in violation of legitimate rights. The supplier must refrain from harmful soil changes, water and air pollution, noise emissions and excessive water consumption if this harms people's health, significantly impairs the natural basis for food production or prevents people's access to clean drinking water or sanitary facilities.



### **Complaint mechanisms**

The supplier must pass on information received from event it AG regarding accessibility, responsibility and the implementation of a complaints procedure to its employees in an appropriate manner. The complaints procedure must be accessible to employees while maintaining confidentiality of identity and effective protection against discrimination. If no notice is given, the supplier itself is responsible for setting up an effective grievance mechanism at company level for individuals and communities that may be affected by negative impacts.

## **Environmental protection**



### **Dealing with conflict minerals**

For the conflict minerals tin, tungsten, tantalum and gold, as well as for other raw materials such as cobalt, the company establishes processes in accordance with the Organization for Economic Cooperation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and expects its suppliers to do the same.

Smelters and refineries without appropriate, audited due diligence processes should be avoided.



### **Treatment and discharge of industrial wastewater**

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



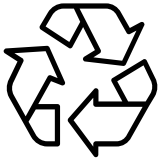
### **Dealing with air emissions**

General emissions from operations (air and noise emissions) and greenhouse gas emissions shall be typified, routinely monitored, reviewed and treated as necessary prior to release. The supplier is also responsible for monitoring its emission control systems and is required to find cost-effective solutions to minimize any emissions.



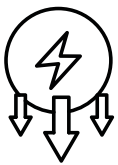
### **Reduce consumption of raw materials and natural resources**

The use and consumption of resources during production and the generation of waste of any kind, including water and energy, shall be reduced or avoided. This is done either directly at the point of origin or through procedures and measures, e.g. by changing production and maintenance processes or procedures within the company, by using alternative materials, by saving, by recycling or by reusing materials.



### **Handling of waste and hazardous substances**

The supplier follows a systematic approach to identify, handle, reduce and responsibly dispose of or recycle solid waste. The prohibitions on the export of hazardous waste in the Basel Convention of March 22, 1989, as amended, shall be observed. Chemicals or other materials that pose a risk if released into the environment shall be identified and managed in a manner that ensures their safe handling, transportation, storage, use, recycling or reuse and disposal. Mercury shall be used in accordance with the prohibitions of the Minamata Convention of October 10, 2013 and persistent organic pollutants in accordance with the Stockholm Convention of May 23, 2001, as amended.



### **Dealing with energy consumption/efficiency**

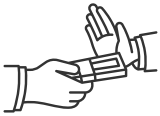
Energy consumption must be monitored and documented. Find cost-effective solutions to improve energy efficiency and minimize energy consumption.

## Ethical business conduct and compliance



### **Fair competition**

The standards of fair business activity, fair advertising and fair competition must be observed. In addition, the applicable antitrust laws which, in particular, prohibit agreements and other activities that influence prices or conditions when dealing with competitors. These regulations also prohibit agreements between customers and suppliers that are intended to restrict customers in their freedom to determine their own prices and other conditions for resale.



### **Integrity/bribery and avoidance of conflicts of interest**

The highest standards of integrity must be applied to all business activities. The supplier must have a zero-tolerance policy against all forms of bribery, corruption, extortion and embezzlement. Procedures for monitoring and enforcing standards shall be implemented to ensure compliance with anti-corruption laws.



### **Data Protection & Information Security**

The Supplier undertakes to meet the reasonable expectations of its client, suppliers, customers, consumers and employees with regard to the protection of private information. The Supplier shall comply with data protection and information security laws and regulatory requirements when collecting, storing, processing, transferring and disclosing personal information.



### **Intellectual property**

Intellectual property rights must be respected; technology and know-how must be transferred in such a way that intellectual property rights and customer information are protected.

## Implementation of the requirements

With regard to supply chains, we expect our suppliers to identify risks within these chains and to take appropriate measures. In the event of suspicion of violations and to safeguard supply chains with increased risks, the supplier will inform the company promptly and, if necessary, regularly about the identified violations and risks and the measures taken.

The company checks compliance with the standards and regulations listed in this document using a self-assessment questionnaire and risk-based audits at suppliers' production sites.

The supplier agrees that the client may conduct such audits once a year or for specific specific occasion to verify compliance with the Code at the Supplier's premises during normal business hours after reasonable advance notice by persons authorized by him. The Supplier may object to individual audit measures if these would violate mandatory data protection regulations.

If a breach of the provisions of this Code of Conduct is identified, the Company shall immediately notify the Supplier in writing and set a reasonable grace period for the Supplier to bring its conduct into compliance with these provisions. If a remedy is not possible in the foreseeable future, the Supplier shall notify the Company immediately and, together with the Company, draw up a concept with a timetable for ending or minimizing the violation.

If the grace period expires fruitlessly or if the implementation of the measures contained in the concept does not remedy the situation after the expiry of the timetable and no milder means are available, the company may break off the business relationship and terminate all contracts. The statutory right to extraordinary termination without setting a grace period, in particular in the case of very serious breaches, remains unaffected, as does the right to compensation.



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