

## Supplier Code of conduct confer GmbH



### Introduction

Dear suppliers,

we, as confer GmbH, represent the value propositions of quality, process reliability, customer and employee satisfaction, innovation and reliability. With our passion for innovative motion elements for high-quality seating furniture, we are now one of the leading international suppliers of motion elements. Since the company was founded, quality and process reliability have been constantly monitored and guaranteed in all production facilities using our expertise. Our core expertise continues to be the development, production and supply of functional fittings for the upholstered furniture industry in Germany and abroad. In addition to our standard range, confer is characterised by the individual special solutions that are available on request. The innovative solutions at confer are carefully protected, while at the same time confer recognises the intellectual property of competitors, business partners and other players.

This Supplier Code of Conduct (SCoC) is intended to apply to all suppliers who supply confer and it should serve as a guideline for cooperation. Since violations of human rights and environmental standards might result in reputational damage, compliance within the company and throughout the entire supply chain is essential for confer. With this SCoC, we are committed to treat each other responsibly and expect the same from our suppliers. We are aware of the fundamental principles in the areas of human rights, labour standards, environmental protection and other standards, therefore, emphasising the importance of integrity, honesty and transparency in all business

processes and interactions between all stakeholders. It is also very important to confer that equal opportunities are offered, that fair and social interaction is maintained under fair working conditions and that employee protection and safety are ensured. Accordingly, we expect the same standards from our business partners and along the supply chain, in the conviction that we can only be sustainably successful if we all fulfil our social responsibility. In the event of violations, the management will take appropriate action. The Supplier Code of Conduct is subdivided as follows: Human rights, environmental protection and other standards.



### Human rights

All confer suppliers undertake to uphold the human rights of their employees and to treat them with respect. Human rights violations such as slavery-like labour practices, child labour and other forms of discrimination are neither accepted nor tolerated. All employees work under appropriate and fair working conditions. Employees may terminate their employment relationship at any time. Children under the age of 15 are not employed by confer. The employment of employees under the age of 18 must not, due to the nature of the work or the circumstances in which it is carried out, be likely to jeopardise the health and safety of the person employed. All forms of immoral behaviour such as sexual and personal harassment, insults and humiliation are prohibited and will not be tolerated under any circumstances. We require our suppliers to ensure a healthy and safe working environment. At the same time, freedom of expression and freedom of assembly apply. We expect our suppliers to ensure that social interaction is characterised by respect, equal opportunities and the prevention of corruption and discrimination. At the same time, we expect our suppliers to uphold equal rights for all employees regardless of education, skin colour, gender, nationality, political affiliation, sexual orientation and age, and to select applicants solely on the basis of their qualifications and skills. Salaries, working hours, working conditions and occupational health and safety must comply with the statutory regulations and must be observed by confer's suppliers. Compliance with human rights along the supply chain is a shared responsibility among all stakeholders, so that a common understanding is fundamental and crucial. It is expected that risk analyses are carried out and that appropriate remedial measures are taken by our suppliers if they become aware of risks or socio-ecological grievances in the supply chains and that confer is informed accordingly. We expect our suppliers to provide complete transparency throughout the

entire supply chain. As part of the corporate social responsibility, confer makes an annual donation to charitable organisations around Christmas. These donations are made within the framework of the respective legal system.

### Environmental protection

At confer GmbH, we are not only aware of our social responsibility regarding human rights, but also of our environmental responsibility. confer expects its suppliers to endeavour to reduce the environmental impact of their business activities to a minimum and to apply resource-efficient working practices. The suppliers of confer GmbH endeavour to reduce wastewater and the amount of generated waste through proper disposal (or reuse in the form of recycling measures). Efforts will also be made to reduce greenhouse gas emissions and energy consumption. Environmental protection is a societal responsibility, so we also expect all our business partners to make efforts in this area. In the long term, confer is aiming for environmental certifications and accreditations to demonstrate commitment to sustainability. We also plan to regularly monitor and assess our environmental performance and set targets for sustainable improvements. The same is expected of the suppliers of confer.



### Other standards

This Supplier Code of Conduct is reviewed annually to ensure its relevance and effectiveness as a guideline for ethical behaviour within confer and throughout the whole supply chain. confer complies with the Datenschutz-Grundverordnung DSGVO. The data protection guidelines can be found on our website. confer is also committed to the principles of free enterprise and fair competition, so that fair business practices and fair competition can take place. confer's suppliers are obliged to adhere to the applicable legal regulations such as Data Protection Regulation and other laws or regulations.

Everyone has the right and the duty to report circumstances that indicate a violation of laws, other legal regulations, work and organizational instructions or this Supplier Code of Conduct. Such a report can be made via the e-mail address [compliance@confer-gmbh.de](mailto:compliance@confer-gmbh.de). This e-mail address can also be used for questions and ambiguities in relation to this Supplier Code of Conduct. No one who makes such a report must expect sanctions; this also applies if the report proves to be incorrect. Accordingly, the protection of whistleblowers and the preservation of anonymity are ensured as a matter of principle. The information will be examined confidentially. If necessary, appropriate remedial as well as preventive measures will be taken to minimise the stated issues and avoid further risks. An acknowledgment of receipt confirms the treatment and understanding of the information

mentioned, whistleblower protection and anonymity. The introduction and use of such a whistleblower system is also expected from the suppliers of confer. Furthermore, our suppliers have the responsibility to report all violations with regard to the Code.

Compliance with this Supplier Code of Conduct is essential for further cooperation. The supplier undertakes to comply with this SCoC. The supplier also undertakes to pass on these principles to its direct suppliers and to ensure compliance with the principles. Please sign in the signature field provided and return it to confer GmbH. Thank you for the good collaboration!



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Place, date, signature, (stamp)

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