

# CODE OF CONDUCT

## PRINCIPLES & OBJECTIVES

The Code of Conduct defines the basic values that determine our behavior and actions both internally and towards all stakeholders. It has a superordinate character and is supplemented and deepened by internal guidelines, regulations, work instructions as well as external codes and policies of partner organizations and associations, such as the BSCI Code of Conduct.

With the compliance principles, we want to ensure that all management bodies, employees, business partners and other stakeholders comply with the existing national and international laws, regulations and industry-specific regulations and behave responsibly. Through shared values, we create uniform social and ecological minimum standards. The Code of Conduct offers assistance in problematic situations and is intended to actively sensitize employees.

## DEALING WITH BUSINESS PARTNERS & THIRD PARTIES

### **Corruption and Bribery**

We pursue transparent business operations based on honesty and integrity. We therefore reject any form of bribery or corruption and adhere to the relevant regulations. We do not accept or offer any personal benefits from or to private individuals in the form of money, gifts and invitations that are not proportionate, transparent and correspond to normal business practices. We do not accept or offer any personal benefits in the form of money, gifts or entertainment from or to public officials and authorities if it can be assumed in good faith that this will influence business decisions.

## **Cartels and Competitors**

We always behave with integrity towards competitors, also in the fight for market share, and adhere to the rules for fair and responsible competition. We support free competition so that the ability to innovate, the improvement process and social and ecological sustainability are further developed along the entire value chain. We adhere to the provisions of antitrust law. In particular, we refrain from entering into competition agreements in the form of area, customer or price agreements at any time. If we are motivated to behave improperly by competitors or customers, we distance ourselves from it.

## **Duty of care**

We expect our business partners to comply with the applicable laws, guidelines and agreed contractual conditions. In addition, we attach particular importance to the protection of human rights as well as to occupational safety, health and environmental protection.

## **SCOPE**

The Code of Conduct applies to all full-time and part-time employees as well as to all management bodies and freelancers of all ARTUS companies. We also expect agents, subcontractors, and other agents with whom ARTUS works together to act in accordance with the contents of this Code of Conduct.

## CORPORATE CULTURE & VALUES

ARTUS sees itself as one of Europe's leading companies for ecological Collection, recycling, abiding to the principles of Cradle to Cradle thus increasing the closed loop recycling share, and marketing of used textiles and overstocks. We act in a profit-oriented and sustainable manner. We are committed to sustainable corporate management and the associated ecological and social responsibility. Motivated and independently acting employees are an essential prerequisite for our long-term success. To achieve this, we act foresighted, responsible, honest and reliable.

### **Law-abiding behavior**

The foundation of our actions are local, national and international rules and regulations in the business areas in which we are active. We also observe the internal guidelines, work instructions, regulations and standards to which we have voluntarily committed.

### **Dealing and behavior: respect, honesty, integrity**

We maintain open, honest, direct and respectful dealings with one another and support one another across departments, companies and countries. Appreciation among our colleagues as well as towards the stakeholders and the ARTUS assets is a matter of course for us. We respect the privacy of our employees and support the freedom of expression and an open feedback culture.

### **Equality**

We are committed to equal opportunities for women and men and stand up for equal treatment for all, regardless of origin, culture, skin color, gender, language, age, religion, sexual orientation, physical limitation or political attitude. All employees have the right to treatment that respects their dignity in the workplace. We protect our work colleagues and stakeholders from discrimination, harassment, bullying and oppression of any kind. We have a zero-tolerance policy towards sexual harassment and assault.

### **Prohibition of child labor**

We categorically reject child and forced labor within the company as well as along the entire value chain. We do not enter into business relationships with suppliers,

customers, partners or organizations that are suspected of engaging in or promoting child or forced labor. Existing business partners are subject to regular reviews with regard to social compliance.

### **Internal and external communication**

We lead, act and communicate internally and externally according to the following principles:

- Appreciative
- Results-oriented
- Involved
- Honest
- Trusting
- Integrating
- Open
- Developing
- Exemplary

## **ARTUS AS AN EMPLOYER**

### **Occupational Health & Safety**

ARTUS protects its employees against accidents at work, offers a healthy and safe working environment and promotes each and every employee through regular training. Employees are proactively involved in the design and continuous improvement of HR processes in the form of bodies and committees. We take care of our work colleagues and point out existing dangers to them at an early stage. We do not consume alcohol or other drugs or substances that could impair our actions before or during work.

### **Continuing education**

Well-trained and motivated employees are an important success factor. ARTUS promotes the personal and professional development of all employees. Further training programs to develop technical and social skills are offered across all hierarchical levels in the form of internal and external training courses. We provide evidence of every internal and external course participation and behave in an exemplary, motivated and collegial manner. We also offer apprenticeships to young professionals.

### **Conditions of employment**

ARTUS positions itself as an attractive employer in the respective markets and pays its employees fair and market-based wages and offers above-average working conditions. Regular employee appraisals as well as internal and external audits form the basis for continuous improvement. ARTUS is open to a social partnership and offers all employees the same employment and promotion opportunities and guaranteed working hours at all locations that comply with the applicable laws.

## **AVOIDING CONFLICTS OF INTEREST**

### **Principle**

We avoid situations and activities that cause personal conflicts of interest or loyalty towards ARTUS or that allow such a risk to arise. Personal interests also include the interests of family members or loved ones. We do not use our position within ARTUS for personal gain or for the benefit of family members and loved ones. If there is an actual or potential conflict of interest, we are obliged to disclose it to our line manager immediately

### **Non-competition clause**

Employees are not permitted to operate a company that competes in whole or in part with ARTUS. Direct or indirect participation in a non-listed company that competes in whole or in part with ARTUS is also not permitted.

## **Secondary Employment**

Secondary activities must not impair work performance and must be approved in writing. Participations in third-party companies must not conflict with ARTUS' efforts.

# ASSETS DEALING WITH FACILITIES, INFORMATION & BUSINESS

## **Data protection and data security**

We comply with the applicable data protection law and confidentiality obligations and undertake to protect entrusted information and treat it confidentially and carefully. We take the greatest possible care when dealing with sensitive data and only use data and information that are currently relevant and useful for our business activities. We collect, process or use particularly sensitive data, such as personal data, only insofar as this is necessary for specified, clear and legitimate purposes. In addition, we treat the data used transparently for those affected, provide information and do not pass the data on to third parties without authorization.

## **Confidentiality**

We keep confidential information in relation to third parties and the general public. The obligation to maintain confidentiality also applies after the employment relationship has ended.

## **Financial loss**

We always carry out the assigned work to the best of our knowledge and belief. In addition, we adhere to internal and external guidelines in order not to damage ARTUS to its business assets through inattentiveness or intent. Accordingly, we do not misuse any financial means, do not cheat and do not carry out any tax optimization policy through manipulation or evasion of any kind. We do not carry out directives from superiors that potentially can damage assets.

## ENVIRONMENT & SOCIETY

### **Environment and society**

We acknowledge our responsibility towards people, the environment, and society. Therefore, the constant improvement of climate and environmental protection is an integral part of our corporate strategy. We comply with applicable laws and guidelines as well as voluntary standards and norms and are guided by the company's sustainability strategy. All employees take responsibility for themselves, society and the environment. In our daily actions we strive for social, ecological and economic sustainability. We use natural resources economically and are actively involved in reducing greenhouse gas emissions. When working with our business partners, we advocate ecological and social working and production conditions.

## CONTACT

If you have any questions or are unclear, you can contact the following compliance department at any time:

Email: [compliance@artus-tradehouse.com](mailto:compliance@artus-tradehouse.com)