



Code of Conduct

For all Soloplan companies

Preamble

Soloplan is part of an internationally interconnected economy and, as a company, is involved with the states in which Soloplan is working and their societies.

Soloplan follows the basic understanding of the “honourable merchant” and acknowledges its responsibility as a company.

- Soloplan observes the direct and indirect effects of its business activities on the environment and society and strives to appropriately balance economical, ecological and social interests.
- Soloplan acts in accordance with generally accepted values and principles, complies with the law and considers in particular the internationally recognised human rights and working standards as described in the following.
- Soloplan stands for the goals and the content of this code of conduct and will continue to make every suitable and reasonable effort, within the scope of the corresponding legal and actual possibilities, to continuously fulfil this voluntary self-obligation in every company premise nationally and abroad.

If existing national regulations conflict with the content of this code of conduct or the domestic context makes it impossible to entirely fulfil it, Soloplan will search for ways to still maintain the requirements of this code of conduct as far as possible.

Ethical/moral duty and integrity

Soloplan pursues solely legal business objectives and practices and maintains business relationships only with serious partners. Soloplan behaves in a fair and appreciative manner towards business partners and customers. Soloplan respects different legal, economic, social and cultural backgrounds and the particular circumstances of the countries and regions in which Soloplan works. Soloplan respects the regulations and laws of the countries and regions in which business activities take place. The entrepreneurial behaviour of Soloplan is always oriented towards the generally accepted ethical values and principles, including integrity and respecting human dignity.

Soloplan builds on free and fair global trade.

Corruption, trade control and money laundering

Soloplan rejects all sorts of bribery and corruption. We even avoid anything resembling it—for example, granting or accepting unfair advantages. Soloplan acts in accordance with the applicable regulations for import and export control and respects the legal requirements for the prevention of money laundering.

Fair competition

Soloplan stands for free and fair competition. Soloplan does not tolerate any anti-competitive agreements and assures that the company acts in accordance with the applicable antitrust laws. Soloplan rejects competitive advantages resulting from unfair business practices.

Handling of personal data, protection of confidential information and intellectual property

Soloplan respects the personality rights of its employees, business partners and customers and complies with the applicable legal and official regulations for the processing of personal data and for information security when handling personal information. Soloplan protects entrusted business secrets and other confidential information of its business partners and customers from unauthorised acquisition, use and disclosure, at least according to the relevant legal regulations for the protection of business secrets. Soloplan respects the intellectual property of its business partners, customers and other third parties and makes sure that, when exchanging know-how and technologies, sufficient precautions are taken for the protection of the intellectual property rights.

Working time

Soloplan applies the legal regulations regarding working time, including overtime, breaks and vacation. Soloplan makes sure that

- the regular weekly working time plus the maximum possible overtime is not exceeded,
- the working time regulations are adhered to.



Ecological responsibility and obligation

The protection and preservation of the natural foundations of life concerns and obliges all of us. With this in mind, Soloplan carries out its business activities in an ecologically responsible manner and stands up for a climate-neutral future. Soloplan fulfils its ecological responsibility by applying the applicable legal regulations and the recognised standards for the protection of the environment and climate. Soloplan is working on continuously reducing the negative effects that the business activities have on the environment and climate. Soloplan applies the applicable law and takes appropriate measures based on legal and internationally recognised standards.

Human rights and working standards

Soloplan respects internationally recognised human rights. In all business activities, Soloplan strives to neither cause nor contribute to human rights violations. Soloplan expects the same from its business partners. To the necessary and possible extent, Soloplan supports its suppliers in this. Soloplan respects the right of the employees to freedom of association and freedom of assembly, as well as the right to collective bargaining and salary negotiations, to the extent that this is legally permissible and possible in the respective country of employment. If this is not permissible, Soloplan will seek adequate compromises for its employees.

Employment relationships

Soloplan treats its employees with appreciation. For all employment relationships, Soloplan applies the respectively applicable labour law and expects the same from its contractors. At the beginning of the employment relationship, comprehensible information regarding basic working conditions (among other things, their rights and obligations, working time, remuneration and payment and billing modalities) is to be made available to the employee. Soloplan respects and protects the right of the employee to terminate the employment relationship under observance of the respectively applicable period of notice.

Refusal of child labour and protection of young employees

Soloplan does not tolerate child labour and adheres to the applicable legal minimum age for employment. Internships are organised according to the legal regulations. Should child labour be detected, all necessary measures which prioritise the well-being, protection and development of the child are to be taken immediately. For people under the age of 18, the rights of young employees are to be considered; they can only be hired if it has been ensured that the working and employment conditions are not a danger to their health, safety, morality or development.

Refusal of forced labour

Soloplan refuses all forms of forced or compulsory labour. This also applies to all forms of forced labour or human trafficking and extends to all forms of involuntary work or services that do not comply with the internationally recognised working and social standards.

Principles of remuneration

Soloplan applies the legal regulations for the remuneration of work performance. Soloplan ensures that the remuneration of the employees in the company does not fall below the applicable legal minimum salary or, where applicable, the collectively agreed minimum salary or the minimum salary customary in the sector. In countries or regions where there is no legal or collectively agreed minimum salary, Soloplan ensures that the salary paid for regular full-time employment is enough to sustain the basic needs of the employees. Soloplan does not tolerate salary deductions not permitted by law, including salary deductions as disciplinary measures.

Diversity, inclusion, non-discrimination

Soloplan appreciates the diversity of its employees and rejects all forms of discrimination and unequal treatment due to ethnic origin, belief, national origin/descent, social origin, health status, age, disability, gender, political opinion, religion or other protected characteristics.

Health and security at the workstation

Soloplan complies with the national and international labour protection and health protection standards. Soloplan ensures a secure and healthy work environment (prevention of accidents, injuries and work-related illnesses) in order to preserve the safety and health of its employees and third parties.