

## **Code of Conduct and Ethics for Employees and Business Partners of Maier Household Care GmbH**

### **Message from the Management**

Strong partners significantly contribute to the success of Maier Household Care. We rely on our extensive global network of suppliers to deliver first-class innovative products to our customers. In selecting our partners, we consider a variety of criteria: innovation capability; lean operational processes that produce high-quality products; competitive prices that enable us to maintain a high-quality supply chain at low costs, among other factors. However, none of these factors matter if we cannot trust that our suppliers adhere to the same ethical standards we expect from our employees. The Code of Conduct and Ethics of the Maier Household Care Group outlines the principles applied internally at Maier Household Care and the expectations we have of any company that provides goods or services to Maier Household Care companies. We expect our partners to meet the standards set out in this document, even in jurisdictions where adherence to such standards is not part of the business culture. The Code of Conduct and Ethics of the Maier Household Care Group sets the framework for our partners to successfully conduct business with Maier Household Care and with any subcontractors they collaborate with in the supply of Maier Household Care. The Code of Conduct and Ethics of the Maier Household Care Group is an essential part of our contractual relationship with you, making it very important that you understand it in detail. If you have any questions regarding the content or application of the code in your daily business, please contact a member of the purchasing department or the management. Thank you! Sebastian Maier, CEO of Maier Household Care

### **Promoting Integrity in Business Operations**

At Maier Household Care Group, we set high ethical standards for ourselves as well as for our suppliers. Maier Household Care's suppliers, service providers, consultants, representatives, or any other third party acting on our behalf ("suppliers") must always act with integrity by complying with laws, regulations, and standards (collectively referred to here as "laws") in both letter and spirit and by adhering to Maier Household Care policies in this context, regardless of where they do business. They should also, in turn, require their suppliers to comply with this code. The laws applicable to our suppliers are numerous and vary by jurisdiction, but the following key principles must always be followed:

### **Antitrust and Competition Laws**

We engage in intense competition while always respecting the principles of free and fair competition. We expect the same from our suppliers. Suppliers are required to comply with all applicable antitrust and competition laws and must not engage in any anti-competitive practices. This includes, for example, collusion with competitors regarding prices, discounts, or sales conditions, production restrictions, market allocation, customer allocation, bid rigging, or the boycott of customers and suppliers. In some jurisdictions, the mere exchange of sensitive business information is illegal.

- Suppliers must know and comply with the laws applicable to them in both letter and spirit.
- Suppliers must not enter into anti-competitive agreements with other competitors.
- Suppliers must not offer bribes to officials.
- Suppliers must not violate sanctions and export control laws.
- Suppliers must assist Maier Household Care in tracing the origin of certain minerals they use.

Suppliers of the Maier Household Care Group must always act with integrity by complying with laws in both letter and spirit and adhering to Maier Household Care policies in this context, regardless of where they do business.

### **Anti-Bribery and Anti-Corruption Laws**

Our suppliers must comply with all applicable laws that prohibit offering benefits of any kind to individuals or organizations to gain undue business advantages, as well as laws that require proper record-keeping and documentation. Suppliers must comply with anti-bribery and anti-corruption laws in all cases and exercise particular caution when interacting with officials. Regardless of the specific laws or common business practices in a particular jurisdiction in which we or our suppliers operate, Maier Household Care prohibits the payment of so-called "facilitation payments" (i.e., small payments made to lower-level officials to initiate or expedite routine government actions to which one is legally or otherwise entitled, such as payments to expedite the connection of telephone or utility lines).

### **Sanctions and Export Control Laws**

We expect our suppliers to comply with all applicable laws that prohibit business relationships with sanctioned countries, organizations, or individuals.

### **Sourcing of Materials from Conflict-Affected Areas**

As a partner of the trade industry, we are committed to tracing and disclosing the origin of the minerals we use in certain countries. Upon request, our suppliers must provide data and reports on the use of such minerals in their products in the form we require, using a specified reporting tool. Additionally, suppliers may be asked to obtain similar information from their own suppliers to clarify the origin of such materials. The findings must be reported to us.

### **Promoting Integrity in Our Workplace**

Fairness, inclusion, safety, and sustainability are highly valued at Maier Household Care, and we base all our actions on these values. We expect the same from our suppliers.

### **Respecting Human Rights**

Maier Household Care is committed to operating in compliance with all applicable human rights standards, and we expect the same from our suppliers. Our suppliers must comply with local laws on minimum wages, social benefits, overtime, working hours, and working conditions. Any form of forced labor is prohibited. Our suppliers are also not allowed to employ minors, as defined by local labor laws, unless it is part of a government-approved training or vocational program that is clearly beneficial to the participants. Our suppliers must allow their employees to join unions or worker associations in accordance with local law.

- Suppliers must respect the rights of their employees. Forced or child labor is strictly prohibited.
- Suppliers are expected to prohibit bullying and discrimination in the workplace.
- Suppliers must provide their employees with a safe and healthy work environment.
- We expect our suppliers to comply with environmental laws and regularly evaluate the environmental impact of their operations.

## **Diversity and Inclusion**

The diversity of our employees is a fundamental strength for our global company. Therefore, we expect our suppliers to prohibit bullying and discrimination based on gender, race, ethnic background, religion, physical disability, or any other legally protected characteristics.

## **Health and Safety**

Our suppliers are required to comply with all applicable health and safety laws. They must ensure a safe, healthy workplace, provide employees with personal protective equipment, and establish procedures for dealing with injuries that require medical attention. Maier Household Care encourages suppliers to become certified under the BS OHSAS 18001 standard for occupational health and safety management or its successor standard.

## **Environmental Sustainability**

We are committed to protecting the environment. We expect our suppliers to comply with applicable environmental laws and to strive to minimize the environmental impact of their processes. Suppliers should regularly evaluate and monitor the environmental impact of their business activities, minimize energy and resource consumption, reduce waste and emissions, recycle materials at every stage of the product lifecycle, safely and properly store hazardous and flammable materials, and contribute to minimizing environmental impact through the development and application of innovative processes. We recommend our suppliers become certified under the ISO 14001 environmental management standard or its successor and encourage them to plan for obtaining this certification. In this context, we encourage our suppliers to reduce their water and energy consumption and to consider ISO 50001 certification. Our suppliers' materials must comply with the REACH Regulation (Registration, Evaluation, Authorization, and Restriction of Chemicals).

## **Promoting Integrity Through Our Actions**

Our employees are required to always act with integrity. They are also required to report suspected violations of our ethical standards. We expect our suppliers to inform us if they become aware of any violations of this code.

## **Conflicts of Interest**

To ensure that our relationships with our business partners are based on integrity and sound business judgment, we require our employees to immediately disclose any conflicts of interest. Likewise, we expect our suppliers to inform us promptly if they have a familial or close personal relationship with any Maier Household Care employee who may make or influence a business decision that could benefit the supplier.

## **Gifts and Hospitality**

If you wish to offer a gift or hospitality to a Maier Household Care employee, you must ensure that it is appropriate, infrequent, and of low value. Suppliers must not offer gifts or hospitality to employees involved in business decisions from which they could benefit. Maier Household Care employees are prohibited from soliciting gifts and hospitality from suppliers. If you are pressured by a Maier Household Care employee to do so, you should immediately report it.

## **Protection of Information and Intellectual Property**

As a supplier, you may gain access to Maier Household Care's intellectual property or become aware of confidential information about us or our business partners. You are obligated to handle this information with great care, whether in physical or electronic form. If applicable, you must comply with Maier Household Care's business terms. If you have signed a non-disclosure agreement with Maier Household Care, you must adhere to the terms outlined in that agreement. If you notice that Maier Household Care's confidential information has been disclosed or there has been a violation of intellectual property rights, immediately inform your primary contact at Maier Household Care. Our suppliers must also respect the intellectual property of others.

### **Promoting Integrity Through Good Communication**

As a supplier to Maier Household Care, we ask you to help us uphold the values of "honesty" and "integrity" enshrined in this code. We particularly emphasize that a violation of certain elements of this code constitutes a violation of the law in the jurisdictions in which we operate. Maier Household Care does not tolerate any legal violations by suppliers.

### **Reporting Incidents and Prohibition of Retaliation**

We require you to take the necessary measures to ensure that your employees understand this code and meet the requirements outlined within it. We expect our suppliers and their employees to report any violations of applicable law or this code by the supplier or by employees of Maier Household Care that they become aware of during their work for Maier Household Care. You can always report violations to your primary contact at Maier Household Care or a member of the Maier Household Care Compliance Team. If a supplier violates the code, Maier Household Care may take various actions depending on the situation, such as suspending business relationships with the supplier until corrective actions have been implemented, or terminating the business relationship with the supplier.

### **Promotion of the Personnel Area**

Maier Household Care supports the right to free speech and promotes dialogue between the company and employees.

### **Right to Free Speech**

Maier Household Care strives to create an atmosphere of trust at all levels of the company and encourages employees to freely express their opinions regarding improvements and optimizations in their work environment. Maier Household Care is committed to fostering a trustful dialogue between the company and its employees. In this regard, Maier Household Care keeps its employees informed about business activities and complies with legal requirements regarding the dissemination of information to employees.

### **Development of Each Employee's Potential**

Maier Household Care supports its employees in reaching their maximum potential. This includes:

- Internal and external training
- Delegation of responsibilities and empowerment to work independently
- Encouragement of continuous development at all levels
- Opportunities for career advancement and fair compensation
- Active contribution to professional training

**Loyalty**

All employees of Maier Household Care are obligated to act with loyalty in the performance of their duties and responsibilities.

**Conflicts with Global Supplier Requirements**

If any of the requirements outlined in this document conflict with Maier Household Care's Global Supplier Requirements, the requirements of this document take precedence.

- Supplier employees must understand this code and adhere to the conditions outlined within it.
- If suppliers become aware of a violation of this code or applicable laws, they must report it.
- Suppliers are prohibited from retaliating against employees who, in good faith, report compliance violations.

**Support from Compliance Experts**

If you have any questions regarding the requirements outlined in Maier Household Care's Code of Conduct and Ethics for suppliers, you should contact your primary contact at Maier Household Care.

**June 1, 2020**

**Sebastian Maier, CEO**