

# Code of Conduct

## Scope of application

This Code of Conduct applies to the following locations:

AMZ GmbH & Co. KG – Gutenbergstraße 13, 63110 Rodgau-Jügesheim, Germany  
AMZ GmbH & Co. KG – Bergstraße 29, 27308 Kirchlinteln, Germany

At the same time, AMZ also requires its suppliers to comply with the principles enshrined in this Code.

### Law and order

AMZ complies with the applicable laws and regulations of the countries in which it operates and requires its suppliers to do the same.

### Forced Labor

Any form of forced labor, including forced labor in prisons and bonded labor, is not used by AMZ.

### Integrity and anti-corruption

AMZ bases its actions on universally accepted ethical values and principles, in particular, probity, integrity and respect for human dignity, openness and non-discrimination of religion, belief, gender and ethics.

AMZ is committed to the prevention of bribery. Accordingly, AMZ has a zero-tolerance policy against corruption in both internal and external activities. AMZ does not permit the exchange of favors, money, gifts or other monetary benefits with executives, agents or employees with the intent to influence business decisions.

### Communication

AMZ, is responsible for communicating the related requirements to all its employees and suppliers. Special attention is paid to vulnerable groups (e.g. children and young people).

## Code of Conduct

Page 2 of 3

### Child labor

Child labor is not used. Unless local laws specify a higher age limit, no persons will be employed who are still of compulsory school age or younger than 15 years of age (subject to the exemptions of ILO Convention 138). Employees under the age of 18 may not be employed for hazardous activities and may be exempted from night work, taking into account their educational requirements.

### Non-discrimination

In all employment decisions, including hiring and promotions, compensation, fringe benefits, training, layoffs and terminations, all employees will be treated strictly according to their abilities and qualifications.

### Harassment

Employees will not be subjected to corporal punishment or any other physical, sexual, psychological or verbal harassment or abuse.

### Remuneration

Compensation, including wages, overtime and fringe benefits, shall be at least equal to or greater than the amount specified in applicable law and statute. Compensation provided for full employment shall be sufficient to meet the basic needs of the employee.

### Working hours

Unless national regulations specify lower maximum working hours, and except in the case of exceptional company circumstances, employees are not required to work a standard workweek of more than 48 hours per week or a total workweek of more than 60 hours (including overtime) on a regular basis. The 5-day week is practiced.

### Health and safety at work

In order to prevent accidents and personal injury, AMZ provides safe and healthy working conditions that meet the applicable legal requirements as minimum criteria

### Freedom of association and collective bargaining autonomy

The employer respects and recognizes the legal right of employees to freedom of association and collective bargaining autonomy.

## Code of Conduct

Page 3 of 3

### Environment

AMZ uses environmentally friendly practices at all locations where it operates, and is continuously improving these practices. AMZ complies with environmental regulations and standards and uses natural resources responsibly.

### Social responsibility

AMZ demonstrates civic engagement by making positive contributions to the communities in which it operates. Furthermore, it supports social institutions as well as non-profit associations.

### Data protection

AMZ undertakes to maintain data secrecy in accordance with § 5 of the Federal Data Protection Act (BDSG). Personal data will only be collected and processed if the BDSG or another legal provision permits or orders this, or if the person concerned has consented, § 4 para. 1 BDSG.

### Confidentiality obligation

AMZ will treat confidential information as strictly confidential and protect it to prevent unauthorized disclosure.



Rodgau, 08.12.2022