

m3profile GmbH  
Weinstraße 1  
91710 Gunzenhausen

## **\*\*Preamble\*\***

m3profile GmbH aims to be an attractive, reliable problem solver and long-term partner for its customers. The focus is on our clients' projects and their successful completion.

To ensure long-term success, adherence to the code of conduct is a central pillar. Compliance with legal requirements and regulations forms the foundation in all areas of the company. The Code of Conduct defines the framework and values for management, executives, and every employee equally. It is a standard for ourselves and, at the same time, an expectation towards our business partners to promote respectful, fair, transparent, and reliable dealings with one another.

## **\*\*Scope and Implementation\*\***

All employees are expected to adhere to these behavioral principles. In addition, m3profile GmbH, within its capabilities and scope of action, promotes compliance with these principles among its suppliers and throughout the value chain.

Any employee who has legal doubts about their behavior or notices questionable actions in their work environment can initially contact their supervisor. If the employee feels there are reasons against this process or if conflicts of interest need to be resolved, they can also directly contact the management or anonymously via [compliance@m3profile.com](mailto:compliance@m3profile.com). No employee will face sanctions for raising concerns or reporting violations in good faith.

This contact option is available for all topics covered in this Code of Conduct, both for employees of m3profile GmbH and for all business partners.

## **\*\*Compliance with the Law\*\***

The undersigned company conducts its business in full compliance with the applicable legal provisions.

## **\*\*Human Rights\*\***

The undersigned company is committed to promoting human rights. It adheres to human rights as set out in the UN Charter, particularly the following:

### **a. \*\*Forced Labor\*\***

Any form of forced labor, including prison labor and debt bondage, is prohibited.

### **b. \*\*Harassment\*\***

Employees shall not be subjected to any corporal punishment or any form of physical, sexual, psychological, or verbal harassment or abuse.

### **c. \*\*Discrimination\*\***

All employment decisions, including but not limited to hiring, promotions, compensation, benefits, training, layoffs, and terminations, are made strictly based on the employees' abilities and qualifications.

### **d. \*\*Disciplinary Measures\*\***

All employees must be treated with dignity and respect. No employee shall be subjected to physical, sexual, psychological, or verbal harassment, abuse, fines, or any other forms of disciplinary action.

### **e. \*\*Health and Safety\*\***

The undersigned company is responsible for the health and safety of its employees. Risks are mitigated, and preventive measures against accidents and occupational diseases are taken in compliance with the relevant legal requirements.

## **\*\*Employment Principles\*\***

The undersigned company adheres to the following core labor standards of the ILO:

**a. \*\*Wages/Social Benefits\*\***

Compensation, including wages, overtime, and benefits, meets or exceeds the minimum standards set by law. The remuneration for full-time employment must be sufficient to meet the employees' basic needs.

**b. \*\*Working Hours\*\***

The undersigned company adheres to labor standards concerning the maximum allowable working hours.

**c. \*\*Child Labor\*\***

Child labor is not used. No person is employed under the mandatory school age or younger than 15 years old (subject to the exceptions of ILO Convention 138), unless a higher local age limit applies. Employees under the age of 18 are not assigned to hazardous work and are excluded from night shifts.

**d. \*\*Freedom of Association\*\***

The undersigned company recognizes, where legally permissible, the right of employees to freely associate and does not discriminate against members of employee organizations or unions.

**\*\*Prohibition of Corruption and Bribery\*\***

The undersigned company rejects corruption and bribery as per the corresponding UN Convention. It promotes transparency, integrity, responsible management, and control within the company.

Employees of m3profile GmbH are not permitted to accept gifts or other advantages from business partners or to offer them to business partners without consulting management.

**\*\*Fair Competition\*\***

The company commits to fair competition. It complies with laws that protect competition, including anti-trust and other competition-regulating laws. Unlawful agreements on prices or other conditions, sales territories, or customers, as well as the abuse of market power, contradict the ethical principles of the company.

**\*\*Environment and Sustainability\*\***

The undersigned company complies with environmental protection laws and standards and acts environmentally conscious and sustainably. It responsibly manages natural resources according to the principles of the Rio Declaration. The company uses environmentally friendly practices that it continuously improves.

**\*\*Responsibility\*\***

m3profile GmbH commits to responsible and ethically correct behavior. The company contributes to the social and economic development of the region and promotes voluntary civic engagement to achieve common goals and strengthen corporate culture. National and international laws and regulations govern the import and export, provision of services, and transfer of goods (products, software, and technology). m3profile GmbH ensures through appropriate processes that business activities do not violate export control and sanctions laws.

We strictly comply with all anti-money laundering laws and regulations. We respect the Supply Chain Act and the CSDDD initiative.

m3profile GmbH respects and protects its own and others' business secrets. It is prohibited to disclose or make confidential information accessible to third parties without authorization. This also applies to the use of social media.

Company property may only be used for corporate purposes. Personal use is not permitted unless expressly allowed.

The personal data of employees and business partners are treated confidentially by m3profile GmbH and used only for the purpose of provision. The data protection law is strictly observed.

Violations of this Code of Conduct will not be tolerated. m3profile GmbH reserves the right to take disciplinary measures.

Gunzenhausen, July 1, 2024

Markus Rotter  
Managing Director

Michael Meyer  
Managing Director