

Code of Conduct for Business Partners

Suppliers, Customers, and other Business Partners

Version July 2022

HS Timber Group's internal **Code of Conduct** is one of the company's cornerstone documents, which lays the baseline for how the company and all its subsidiaries do business. It stipulates clear standards of conduct that must be followed by all our employees. From our regulation, we have derived this **Code of Conduct for Business Partners** (suppliers, customers, and other business partner). It aims to convey our standards to the supply chain as well as to all further business partners of HS Timber Group, including business partners of all its subsidiaries.

1. Fair business conduct

We request our business partners to always conduct their business in an ethical manner and to act with integrity.

We request our business partners not to exercise or tolerate any form of corruption or money laundering, not to offer or accept bribes or other unlawful incentives to officials or to/from their business partners.

We request our business partners not to offer any gifts exceeding a symbolic value, or any other kind of personal benefits to HS Timber Group's employees.

We request our business partners to act in full compliance with the applicable antitrust laws and not to engage in any anti-competitive agreements or abusive behaviour that harms their suppliers, business partners or customers.

We request our business partners to strictly comply with all restrictive measures (sanctions) imposed by the European Union or by the United Nations on companies, groups, organisations, or individuals.

We request our business partners to keep complete and accurate records of all matters related to the business dealing with our company and all its subsidiaries, or with its other business partners. Our business partners must ensure proper recording of all revenues and expenses, operations, and other legal and financial documentation (certificates, insurances, transport documents and delivery notes, etc.).

We request our business partners to comply with the applicable data protection legislation.

2. Business partners selection process

HS Timber Group and its subsidiaries reserve the right to conduct integrity screenings on business partners as part of a specific selection and evaluation process. Business partners shall cooperate in providing necessary documents and information.

3. Environmental protection

We request our business partners to act in full compliance with environmental laws and regulations, as a minimum level of performance. For our suppliers this includes especially legislation that is linked to the sustainable management of forests and the harvesting of trees.

We request our business partners to use appropriate management systems, to integrate adequate environmental standards and due diligence procedures into their business processes.

We request our business partners to ensure that their employees are adequately trained and that they are aware of environmental aspects and of the impact of their activities on the environment.

4. Human rights

We request our business partners to comply with the applicable laws with respect to labour law (working hours and remuneration of their employees) and with their right to constitute unions.

We request our business partners to protect human rights and to treat their employees with dignity and respect. We do not tolerate any involvement in child labour, in any form of slavery and forced/compulsory labour and human trafficking.

5. Health and safety at work

We request our business partners to comply with the applicable laws for occupational health and safety, to provide an appropriate, safe and healthy working environment and to integrate adequate health and safety standards into their business processes.

6. Compliance with Code of Conduct principles

We request our business partners to accept requests for additional information and/or in-depth audits conducted by HS Timber Group - or through a third party - to verify the implementation of, and compliance with this **Code of Conduct for Business Partners**. We apply specific auditing standards for our suppliers, customers, and other business partners. Any suspicion or report of a violation of the principles and requirements stipulated by this **Code of Conduct for Business Partners** may trigger verifications by HS Timber Group and—if confirmed—may result in a suspension of the business relationship. In case of severe or repeated cases of non-compliance, HS Timber Group may terminate all business relationships.

We request our business partners to cooperate with us in relation to the reasonably necessary verifications.

7. Subcontractors and sub-suppliers

We request our suppliers to communicate these principles to all further actors in their supply chain. The **Code of Conduct for Business Partners** is made available to our business partners with the goal of strengthening our mutual understanding of how sustainability and business integrity should be practiced in day-to-day business.

8. Report Concerns

If you become aware of illicit behaviour and/or breaches of this **Code of Conduct for Business Partners**, or any other illicit behaviour by our business partners or our employees, please speak up and report them to compliance@hs.at.

We request all our business partners to accept these principles expressed therein and in the terms and conditions duly stated in our contracts. Adherence to those principles represents an important component of the selection and evaluation of our business partners.