

Supplier Code of Conduct

HS Timber Group's internal **Code of Conduct** is one of the company's cornerstones, which lays the baseline for how the company does business. It stipulates clear standards of conduct that must be followed by all our employees.

From our internal regulations we derived a **Supplier Code of Conduct**. It aims to convey our principles to our supply chain.

1. Fair business conduct

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

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

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

We request our suppliers to keep complete and accurate records of all matters related to the business dealing with our company or with its other business partners. Suppliers 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 suppliers to comply with the applicable data protection legislation.

2. Environmental protection

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

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

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

3. Behaviour towards employees

We request our suppliers 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 suppliers 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.

4. Health and safety at work

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

5. Compliance with Code of Conduct principles

We request our suppliers to accept requests for additional information and/or in-depths audits conducted by the HS Timber Group or through a third party in order to verify the implementation of and compliance with this **Supplier Code of Conduct**. Any suspicion of report or a violation of the principles and requirements stipulated by the **Supplier Code of Conduct** may trigger verifications by the 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, the HS Timber Group may terminate all business relationships.

We request our suppliers to cooperate with us in relation to the reasonable necessary verifications.

6. Subcontractors and Sub-suppliers

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

7. Report Concerns

If you become aware of illicit behaviour and/or breaches of this **Supplier Code of Conduct** 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 suppliers 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 supplier selection and evaluation.