

# Business Partner Code of Conduct

home<sup>24</sup>

# „We act sustainably“

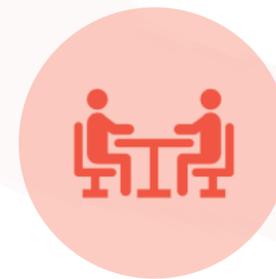
... is one of our six home24 corporate values that shape our identity and guide our daily work. As a globally oriented and internationally active company, we bear responsibility for the conservation of resources and socially responsible business practices both within the home24 Group (home24 SE and its respective subsidiaries) and among our business partners. Compliance with social and ecological sustainability criteria is therefore the joint responsibility of home24 and our business partners.

In addition, compliance with applicable national and international laws and regulations relating to environmental protection, product safety and social issues is the basis for home24's long-term success and thus also the basis for any cooperation with business partners. For this reason, we consistently align our business activities with applicable laws and regulations and contractually obligate our business partners to comply with the principles of this Code of Conduct.

With its Code of Conduct, home24 pursues the goal of complying with the German Supply Chain Sourcing Obligations Act (LkSG) and the principles of the International Labor Organization (ILO) in upstream supply chains. In addition, home24 is committed to the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and supports the United Nations 2030 Agenda for Sustainable Development.

## Scope and application of this Code

We expect all business partners of home24 to align their business operations and activities with this Code of Conduct and to observe the fundamental environmental and social standards described herein. In addition, all national and international labor, social and environmental laws must be obeyed. Furthermore, our business partners must ensure that the Code of Conduct is also complied with in their respective supply, procurement and value chains. This is to be ensured by informing and concluding appropriate agreements with the respective sub-business partners in the upstream supply chain.



**Working conditions**



**Environment**



**Business ethics**

The principles of this Code describe the absolute minimum of protection and support of rights for employees and for the environment. If national or international legal regulations, specific industry standards or applicable collective agreements contain stricter requirements than this Code of Conduct, these take precedence in all cases and must be complied with by our business partners.



# Working conditions

## Forced labor

home24 does not accept any form of forced or compulsory labor as defined by ILO Conventions 29 and 105, including the prohibition of forced overtime, debt bondage, human trafficking, slavery, prison labor or any other form of work that violates basic human rights. Employees also have the right to freely choose to terminate employment with reasonable notice.

## Child labor

home24 does not accept child labor at any stage of the manufacturing process. The minimum age of employment may not be below the age of completion of compulsory schooling and in no case below 15 (or 14 if national law permits this in accordance with ILO Convention 138). Furthermore, additional protection must be ensured for employees under the age of 18, particularly with regard to overtime and hazardous work.

## Working hours

Working hours must comply with applicable law and industry standards. Working hours - including overtime and prescribed rest periods - may not exceed the maximum working hours permitted by law or the maximum of 48 working hours plus 12 hours of overtime per week in total. All employees must be entitled to at least one day off after every six consecutive working days. In addition, paid annual leave shall be granted. ILO Conventions 1 and 14 apply.



# Working conditions

## Wages and remuneration

The wage paid by home24's business partners to their employees for standard working hours must at least comply with statutory, industry-specific or applicable collective agreements, whichever is higher. ILO Convention 131 applies to the setting of minimum wages. The payment of overtime and social security contributions must at least comply with legal requirements. Business partners of home24 must endeavor to pay remuneration that covers the cost of living, as well as allowing an amount for employees to spend freely. This applies in particular if statutory minimum wages are not sufficient for this purpose (living wages). According to ILO Convention 100, the aim is to ensure equal pay for all genders for equal work.

## Freedom of association and right to collective bargaining

Business partners of home24 must recognize the right of employees to form and join employee representative bodies, including unions of their choice, and the right to collective bargaining. Employee representatives must be protected from discrimination, harassment, intimidation or retaliation. ILO Conventions 87, 98 and 135 apply.

## Health and safety

Business partners of home24 must ensure safe, hygienic and healthy working conditions that meet or exceed applicable occupational health and safety standards. In particular, business partners are required to provide personal protective equipment and access to clean sanitary facilities and drinking water. Business partners must promote occupational safety procedures that prevent accidents and injuries during work. Employees must receive regular training on occupational health and safety and be involved in the analysis of health risks and hazards. These requirements also apply to social facilities and accommodations for employees, if provided by the employer. Employees must be granted the right to remove themselves from situations of significant danger without having to obtain permission from the company. ILO Convention 155 applies.



# Environment

## **Environmental protection**

At a minimum, home24's business partners must comply with all applicable laws and international regulations on environmental protection and present all relevant environmental approvals, certificates and permits. This includes, among other things, systematically controlling the impact on the environment in terms of emissions, energy, water, waste, hazardous substances and biodiversity, and minimizing or avoiding negative impacts. In addition, environmental impacts that deny a person access to food, drinking water, and sanitation or that harm a person's health are to be avoided. In order to achieve this, home24's business partners are required to implement appropriate environmental measures and work continuously to minimize environmental impacts.

In addition, we expect our business partners to promote the safe and environmentally compatible procurement, manufacture, transport, distribution, use and disposal of their products and services. In particular, a waste and disposal management system for hazardous substances must be established to ensure that the environment is treated with care. Furthermore, business partners shall respect all applicable local, national and international land, water and resource use rights. Illegal forced evictions are not permitted. ILO Convention 148 applies.



# Business ethics

## **Corruption and bribery**

Fairness, integrity and compliance with minimum moral standards are essential for a functioning business relationship. home24 therefore does not tolerate any form of corruption, venality, bribery, acceptance or granting of advantages. The same applies to other forms of influence such as fraud, extortion, embezzlement or similar actions. Business partners of home24 are obliged to report any case or suspicion of corruption to home24 without delay. Attempts to bribe or deceive home24 will result in termination of the business relationship.

## **Human rights and discrimination**

Business partners of home24 must respect internationally recognized human rights and must ensure that they are not complicit in human rights violations.

In accordance with the ILO Convention, all employees are to be treated equally and with respect and dignity. Discrimination based on age, gender, sexual orientation, religion, social background, disability, nationality, ethnic or national origin, political beliefs, family responsibilities, or other personal characteristics is not permitted. This applies in particular to recruitment, remuneration, access to further training, promotions, dismissals or retirement. ILO Conventions 100, 111 and 159 apply.

Harassment of employees as defined in ILO Convention 190 on violence and harassment will not be tolerated. Employees shall not be subjected to physical, sexual, psychological, verbal or other harassment, abuse or discipline. Disciplinary action shall be taken only in accordance with applicable laws and in compliance with internationally recognized human rights. Employees who file a complaint based on this Code shall not be subjected to any form of disciplinary action.

# Management Practice

This Code of Conduct is to be acknowledged by every business partner of home24 and integrated into corporate policy. Employees are to be informed in a comprehensible manner about the contents of this Code as well as applicable national and international rights and regulations. This includes the provision of the Code of Conduct in the respective national language as well as oral information and training, especially in cases of illiteracy. In order to ensure and document compliance with this Code and the legal regulations, the business partners shall appoint responsible personnel and document the implementation appropriately.

## Our Commitment

home24 reserves the right to conduct audits or assessments to ensure compliance with laws, rules and standards by our business partners. In addition, we will take appropriate measures regarding the business relationship if risks are identified. We also reserve the right to terminate any relationship if there is a violation of the International Principles, if measures cannot be taken to remedy such violations, or if repeated or systematic violations are identified.

In the event of concerns about unlawful conduct or misconduct, we require all business partners to report to the appropriate compliance hotline, which can be found at the following link:

- E-mail: [whistleblower@home24.de](mailto:whistleblower@home24.de)
- Online Questionnaire: [Whistleblower Questionnaire](#)

**Berlin, April 2022**  
**- The Board -**

## IMPRINT

### **home24 SE**

Otto-Ostrowski-Str. 3  
10249 Berlin

E-Mail: [GRC@home24.de](mailto:GRC@home24.de)

Management Board: Marc Appelhoff (Chairman), Brigitte Wittekind, Philipp Steinhäuser  
Chairman of the Supervisory Board: Lothar Lanz  
Legal seat: Berlin | Registered with the local court Charlottenburg (Berlin), HRB 196337 B