

Code of Conduct for Suppliers of Lindner Hotels Germany

Lindner Hotels belong to the market leaders for innovation and concept within the European hotel industry. Our suppliers contribute significantly to our success. For us, as a family-run business, it is important to have a common language and consistent guidelines to strengthen and sustain our values. We believe that business should be conducted honestly, fairly and with respect for other people, their dignity and their rights. By compliance, we understand the correct behaviour of the company, our employees and our business partners - legally, economically and ethically. Our Code of Conduct supports the common corporate philosophy and sets the standards by which we run the business. We expect our suppliers, i.e. all companies with which Lindner Hotels has business relations, to base their actions on the same ethical principles. For this reason, we have developed the Supplier Code of Conduct, which sets minimum standards for business relations with Lindner Hotels.

The supplier and / or business partner hereby agrees:

- **Compliance with the law**
 - to comply with the laws of the applicable legal systems.
- **Ban on corruption and bribery**
 - zero tolerance for corruption or bribery in any form. The partner or supplier does not offer or promise anything of value (either direct or indirect) to improperly influence official acts or obtain an improper advantage for the purpose of initiating or obtaining business.
- **Fair competition, antitrust and intellectual property rights**
 - to act in accordance with national and international competition laws and not to participate in pricing agreements, market or customer divisions, market arrangements or bid rigging;
 - to respect the intellectual property rights of others.
- **Conflicts of interest**
 - to avoid any conflicts of interest that could adversely affect business relationships.
- **Respect for the fundamental rights of employees**
 - promoting equality of opportunity and equal treatment of its employees regardless of colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, sex or age;
 - to respect the personal dignity, privacy and personal rights of each individual;
 - to not employ anyone against his will or to force them to work. The supplier does not use any forced labour, serfdom or involuntary work. Work must always be done voluntarily. Employees must be allowed to retain control of their identity documents;
 - not to tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment or discrimination;
 - not to tolerate behaviour (including gestures, language and physical contacts) that is sexual, coercive, threatening, abusive or exploitative;
 - ensure adequate remuneration and ensure the statutory national minimum wage;
 - to comply with the statutory maximum working hours in each state. The supplier follows all applicable national laws and mandatory industry standards on working hours, overtime, wages and salaries and other benefits. The supplier pays

the employees in a timely manner and clearly informs the employees about the basis on which the employees are paid;

- as far as legally permissible, recognize the freedom of association of employees and neither favour nor discriminate against members of workers' organizations or trade unions. The employees of the supplier must have the freedom of choice, without threat and intimidation to either join or not join a union or employee representation of their choice. The supplier acknowledges and respects the right to bargain collectively under applicable laws.
- **Ban on child labour**
 - to employ no children under the statutory minimum employment age in the country or the respective legal system. If no minimum age for employment is specified, the supplier will not employ any children under the age of 15. Employees under the age of 18 only perform work in accordance with legal requirements and in compliance with education and training requirements.
- **Privacy and disclosure of information**
 - to comply with the applicable data protection and security laws and regulations. This applies in particular with regard to personal data of customers, consumers, employees and shareholders. The supplier complies with all requirements when collecting, processing, transferring or using personal data;
 - to protect confidential information and to use it only in an appropriate manner. This means that the supplier does not disclose information that is unknown to the public.
- **Health and safety of employees**
 - to comply with the applicable working health and safety regulations and to ensure a safe and healthy working environment, to protect workers' health, protect third parties and prevent accidents, injuries and work-related illnesses;
 - carry out regular risk assessments of jobs and the implementation of appropriate security and precautionary measures.
 - provide training and ensure that all employees are knowledgeable about occupational safety;
 - create and apply a reasonable occupational safety management system.
- **Environmental protection**
 - to respect environmental protection with regard to legal standards and international standards;
 - Minimizing environmental impact and continuously improving environmental protection.
- **Supply chain**
 - the supplier encourages its own suppliers to comply with the Supplier Code of Conduct in the course of fulfilling their contractual obligations;
 - to adhere to the principles of non-discrimination in supplier selection and supplier dealings.

Compliance with the Supplier Code of Conduct

Lindner Hotels reserves the right to review compliance with the Supplier Code of Conduct after reasonable notice. Lindner Hotels encourages their suppliers to introduce their own binding guidelines for ethical behaviour.

Any breach of the Supplier's Code of Conduct is considered a material breach by the supplier.

Further information under

<https://www.lindner.de/unternehmen/compliance.html>

**Recognition of the Code of Conduct
for Suppliers of Lindner Hotels Germany**

Name of Supplier: _____

Address: _____

Contact person: _____

a) The supplier acknowledges the Code of Conduct for Suppliers of Lindner Hotels Germany:

yes no

remark:

b) The supplier has its own compliance management system. They will take appropriate measures to ensure that their own code of conduct is respected within their mutual business relationships. The supplier and Lindner recognize their codes as equivalent and waive a contractual submission to the Code of Conduct of the other party.

yes no

If so, please return relevant documents including this signed acknowledgment.

Place and date

Name, signature

Please send this acknowledgment back to your Lindner representative within 10 days of receipt.