

# q.beyond Code of Conduct for Business Partners

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## Code of Conduct for Business Partners of q.beyond<sup>1</sup>

q.beyond is committed to ecologically and socially responsible corporate governance. We regard honesty and integrity in relation to all our business activities as a non-negotiable obligation, as we prioritise impeccable business conduct over short-term business success.

1. The principles of behaviour formulated in this Code are based on our corporate values, codes of conduct, rules and guidelines as well as international frameworks, e.g. the United Nations or the OECD.

2. We also expect all business partners, including suppliers, service providers and consultants who are directly or indirectly involved in our value creation processes for the provision of our services, to comply with the principles summarised in this Code of Conduct on internationally proclaimed human rights, business ethics and social and environmental responsibility. In our opinion, these principles represent the minimum standards for cooperation. Our business partners implement these principles throughout their entire supply chain.

## 3. Compliance with laws, rules and regulations

### Integrity in business transactions

The business partner shall comply with all relevant laws and regulations in the countries in which it operates and shall take appropriate measures to ensure compliance with these laws and regulations. If local legislation is less restrictive than the principles set out in this Code of Conduct, we expect our business partners to at least comply with the provisions of this Code of Conduct.

### Antitrust and competition law

The business partner shall fully comply with the standards of the applicable antitrust and competition law as well as other laws and regulations applicable to it, which deal, for example, with monopolies, unfair competition, trade and competition restrictions as well as relationships with competitors and customers.

### Combating corruption

The business partner undertakes to refrain from any form of corrupt behaviour. Benefits for personal advantage, such as gifts, bribes, kickbacks or other payments of money or valuables to any persons, including officials, employees or representatives of state, public or international organisations or other third parties in the public or private sector, but also to employees of q.beyond, may not be made, approved or offered.

### Money laundering and terrorist financing

The business partner complies with relevant legal obligations to prevent money laundering and terrorist financing.

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<sup>1</sup> q.beyond AG including affiliated companies

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## 4. Human rights and fair working conditions

The business partner is committed to respecting human rights and ensuring healthy and fair working conditions within its sphere of influence.

The business partner follows the guiding principles of internationally recognised human rights frameworks and standards, e.g. formulated by the United Nations. They shall take reasonable steps to ensure that neither they nor other parties involved in the provision of services commit or participate in human rights violations.

The business partner shall comply with all applicable labour laws and fundamental conventions of the International Labour Organization (ILO). In accordance with local laws, these include, but are not limited to:

- The prohibition of forced labour, including all forms of modern slavery, human trafficking and unethical recruitment practices.
- The ban on child labour.
- An inclusive and co-operative environment without reprisals, free from violence and harassment.
- The rejection of any form of discrimination, including, but not limited to, nationality, ethnicity, gender, disability, age, sexual identity or orientation, religion or belief, social status or racial discrimination and promotes diversity, equal opportunities and equal treatment in employment and occupation. The personal dignity, privacy and personal rights of each individual are respected.
- The remuneration paid to employees complies with all applicable laws on remuneration. The statutory minimum standards with regard to the level of labour remuneration and social benefits are observed.
- Reasonable working hours and adequate rest periods in accordance with applicable laws and industry standards.
- Respect for the right to freedom of association, to join trade unions, to appeal to labour representatives or to join works councils in accordance with local laws.
- By establishing and applying appropriate occupational safety systems, safe and healthy working environments are created and necessary precautionary measures are taken against accidents and health hazards that may arise in connection with the work. In addition, employees are regularly informed and trained about applicable health and safety standards and corresponding measures.

## 5. Ecological responsibility

The business partner is committed to taking responsibility for the protection of the environment and people and takes all reasonable measures to operate its business processes in a safe and responsible manner.

National, sub-national, regional and local regulations applicable to the business partner as well as voluntary environmental agreements with supervisory authorities applicable to the business partner must be complied with.

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The establishment of an environmental management system in accordance with international standards such as EMAS or ISO 14001 is recommended.

## 6. Business information, data protection and intellectual property

The business partner is responsible for ensuring that confidential business information or business secrets of which it becomes aware in connection with q.beyond's business activities are kept confidential and that they are not used by it in an unauthorised manner or disclosed to third parties. If necessary, we will conclude bilateral confidentiality agreements that specify this.

The Business Partner shall comply with the applicable data protection laws and apply the relevant requirements to ensure adequate information security. If the Business Partner processes personal data of q.beyond's employees or customers, the Business Partner shall enter into a data processing agreement with q.beyond to the extent required by applicable law.

Intellectual property rights must be respected by the business partner; technology and expertise must be transferred in such a way that intellectual property rights and customer information are protected.

## 7. Conflicts of interest

q.beyond and the Business Partner shall avoid any activities and situations that could lead to a conflict between the private interests of an employee of q.beyond or the Business Partner and the business interests of q.beyond or the Business Partner. As soon as a Business Partner becomes aware of a conflict of interest, it shall inform q.beyond immediately.

## 8. Due diligence obligations regarding supply chains and conflict minerals

The business partner maintains due diligence processes to identify, prevent and minimise risks of violations of human rights and environmental impacts in its supply chains, including appropriate grievance mechanisms and transparent reporting.

The business partner shall comply with all applicable laws relating to due diligence obligations along the supply chain.

The business partner shall ensure that no products are supplied to q.beyond that contain metals whose source minerals or derivatives originate from a conflict region where they contribute directly or indirectly to the financing or support of armed groups.

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## 9. Product integrity

The business partner develops, manufactures and supplies products that meet the respective requirements of the latest state of the art in terms of product integrity. The products fulfil all necessary requirements with regard to

- Product safety to avoid risks to human health and the safety of the environment,
- Product conformity with regard to compliance with the applicable legal and technical standards,
- Product cyber security, i.e. protection against unauthorised manipulation.

## 10. Business continuity

The Business Partner shall maintain appropriate risk management, i.e. it shall continuously identify and assess its business risks in order to minimise the impact of disruptions and interruptions on the business relationships maintained with q.beyond. The business partner implements appropriate risk minimisation measures and has reliable backup and continuity plans that are regularly tested.

## 11. Complaints mechanisms

In order to uncover grievances at an early stage, business partners and their respective employees are expressly requested to report violations of this Code of Conduct and risks of a human rights or environmental nature to q.beyond. q.beyond has implemented a whistleblower system for this purpose: <https://qbeyond.integrityline.org>

In this way, q.beyond offers all external parties, as well as its own employees, the opportunity to report any suspicion of unlawful behaviour.

Confidentiality is guaranteed, information can also be given anonymously.

Business partners should also provide independent grievance mechanisms in line with their own due diligence obligations.

## 12. Compliance with the Code of Conduct for Business Partners

q.beyond considers the provisions of this Code of Conduct for Business Partners to be essential for the business relationship between q.beyond and the Business Partner, but reserves the right to adapt the provisions in due course.

As a business partner of q.beyond, you agree to comply with the Code of Conduct. Furthermore, you shall oblige your employees, contractors and subcontractors to comply with this Code of Conduct insofar as they are involved in the provision of the service contractually agreed with us. At q.beyond's request, the business partner shall make available all means required to determine compliance with these principles and shall

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inform q.beyond immediately as soon as it has knowledge or a justified suspicion that it or a subcontractor has not complied with the principles. q.beyond reserves the right to check compliance with the requirements of this Code of Conduct - for example by means of self-disclosure, submission of recognised certificates and on-site audits by q.beyond or commissioned third parties.

You acknowledge that compliance with this Code of Conduct is included in our regular business partner assessment and, in q.beyond's opinion, is a necessary prerequisite for entering into or maintaining long-term business relationships with q.beyond.

Misconduct and breaches of behavioural requirements as well as violations of legal regulations and guidelines can have serious consequences not only for the individual, but also for our entire company. We therefore do not tolerate any misconduct. In the event of violations of this Code of Conduct, the business partner shall endeavour to take appropriate remedial action without delay. If q.beyond is convinced that the business partner will not be able to remedy the violation in the foreseeable future, it will immediately draw up a plan of action with the involvement of q.beyond to prevent, terminate or minimise the violation. If this is not successful or if the violation is serious, q.beyond reserves the right to terminate the business relationship and to terminate the existing contracts extraordinarily with immediate effect.

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Place/date

First name and surname (in block letters)

Signature

**q.beyond AG**

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