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Preamble

As a globally positioned company, we have a responsibility at every stage of our value creation process. As part of our sustainability concept, we want to ensure that our contractors also consciously and actively observe the principles we have defined.

This orientation is manifested in our IMS policy, which can be found in current version at the RLE website at: <https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>.

Our partners are required to follow our IMS policy and comply with our guidelines.

Business Ethics & Integrity

Don'ts

All employees, third parties, representatives and contractors are prohibited from

- To grant, offer or promise payments, gifts or invitations with the expectation or hope of receiving an illegitimate advantage, or to remunerate the receipt or agreement of such an advantage already made.
- Accept payments, gifts or invitations that are certain or suspected to be made in anticipation of an illegitimate benefit to the other party.
- Perform actions or transactions that violate RLE's policies or applicable anti-corruption laws.

Do's

RLE expects from all employees, third parties, representatives and contractors:

- compliance with RLE requirements and applicable laws at all times;
- the earliest possible reporting of any indications of an immediate or future conflict of interest;
- Respectful conduct towards all customers, suppliers and other parties with whom RLE has business relationships, and honest, law-abiding and professional conduct in pursuing the Company's objectives;
- to seek appropriate advice and instructions in the event of doubt or ambiguity, or to take responsibility for compliance with them;
- Attend training courses and other events.

- Contractors, suppliers and business partners must be engaged through a fair, formal process that includes written anti-corruption procedures where necessary.

Social Responsibility

RLE also demands from its contractor a clear commitment to internationally valid standards in social terms. The contractor undertakes to take note of and to adhere to the RLE Sustainability Brochure "Social Responsibility" (<https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>).

The contractor undertakes to comply with the following principles:

- Respect for human dignity,
- Prohibition of child labour and forced labour,
- Realisation of equal opportunities and family friendliness,
- No discrimination based on religion, origin, nationality, age, disability, marital status, sexual orientation, political affiliation, trade union membership or similar,
- Protection of indigenous rights,
- Protection against arbitrary individual personnel measures,
- Enabling an adequate standard of living,
- positive and negative freedom of association,
- Ensuring employability through education and training,
- inform employees about goals, economic situation and current issues affecting the company and its employees,
- all employees act responsibly in their dealings with the environment,
- Compliance with applicable laws and regulations.
- fair competition
- Ensuring working hours and compliance with minimum wages
- Guarantee that, by comparing all the names of the employees, ANÜ employees or subcontractors employed by the Contractor in the project commissioned by RLE, the Contractor will check at appropriate intervals that they are not on the EU terrorist list valid at the time by comparing the names of all the employees, ANÜ employees or subcontractors employed by the Contractor.

The Contractor shall be obliged to provide RLE's evidence immediately upon request.

Health & Safety

The Contractor undertakes to take note of the RLE sustainability booklets "Health and Safety" (<https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>) and to adhere to it, through

- Compliance with socially adequate working conditions,
- Ensuring employability through education and training,
- Ensuring occupational safety and health protection
- Compliance with applicable laws and regulations.

The Contractor shall be obliged to provide RLE's evidence immediately upon request.

Environment

For RLE, environmental protection is an important contribution to sustainable action.

The contractor undertakes to take note of and to adhere to the RLE sustainability booklets "Environment & Energy" (<https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>)

The contractor undertakes to

- to use the necessary resources (in particular materials, energy and water) effectively and efficiently during the provision of services
- to minimise the environmental impact (in particular with regard to waste, waste water, air and noise pollution, logistics/transport costs)
- identify hazardous substances and ensure their correct use, delivery, storage, recycling and disposal.

If the delivery of goods has been agreed, the following provisions shall apply additionally

- The contractor is obliged to register the chemical substances contained in the delivery items in accordance with the laws applicable to the market concerned and, if necessary, to permit or register them. If a chemical substance is imported into the scope of a relevant law, the Contractor shall assume responsibility for all the above obligations and related costs.
- The Supplier shall also be obliged, upon request and without undue delay, to provide all information on the delivery items and their contents, even after delivery has already taken place, and to submit all confirmations required to enable RLE to fulfil its statutory information obligations in full and on time.
- The Contractor undertakes to inform RLE immediately if conflict materials are used or processed.
- If the delivery items are chemical substances, mixtures or materials, the Supplier shall be obliged to provide RLE with "safety data sheets".

If RLE has classified the Contractor as environmentally relevant, RLE expects the Contractor to have established a procedure (e.g. based on DIN ISO 14001 or similar standard) to drive continuous improvements to protect the environment. The Contractor is obliged to provide RLE with the evidence without delay upon request.

Information Security

In a business relationship, information must always be adequately protected by both partners as an asset in order to guarantee business processes, prevent economic damage, maintain the market position of the business partners and guarantee business success. The Contractor undertakes to take note of and adhere to the RLE Sustainability Brochure "Information Security" (<https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>).

If RLE has classified the Contractor as relevant to information security, RLE expects the Contractor to have and apply a defined procedure to protect the information accordingly. This should at least fulfil the legal requirements (e.g. data protection) and the requirements based on DIN ISO 27001. Certification is not required, but desired.

The Contractor shall be obliged to provide RLE's evidence immediately upon request.

Data Protection

The Contractor shall ensure that all persons entrusted with the provision of services comply with the statutory provisions on data protection. Insofar as the processing of personal data in the context of the provision of services requires it, the Contractor undertakes to conclude a data processing agreement with RLE and to ensure

that any further agreements required for the processing of personal data are also concluded by its subcontractors.

In individual cases, it may be necessary for these to be concluded directly between RLE and the subcontractors.

Quality Management

The economic success of a company depends essentially on the quality of its products and services. The contractor undertakes to take note of and to adhere to the RLE sustainability brochure "Quality" (<https://www.rle.international/rleinternational/rle-gruppe/media/#Sustainability>).

If RLE has classified the contractor as quality-relevant, RLE expects the contractor to have and apply a documented quality management system. This should at least meet the requirements of DIN ISO 9001. Certification is not required, but desired. The Contractor shall be obliged to provide RLE's evidence immediately upon request.

Miscellaneous

The Contractor shall be obliged to ensure, through appropriate contractual arrangements with its subcontractors, that the above provisions are complied with.

The Contractor shall be obliged to provide RLE's evidence immediately upon request.

Violations

If there are concerns or indications of legal violations, the Contractor shall notify the RLE as a first step:

This may be done as follows to the contracting officer's representative

In the following cases, however, violations may also be reported directly to third parties:

- 1 The route to in-house reporting offices is only mandatory if the problem can actually be addressed effectively in this way and the whistleblower does not risk retaliation.
- 2 Otherwise, he or she may contact the competent national authority or the competent EU bodies, institutions, offices and agencies directly.
- 3 In certain (exceptional) cases, whistleblowers may also go public, for example through the media. In accordance with the Whistleblower Protection Act, this is conceivable, for example, if the authority does not react appropriately to a reported grievance or the whistleblower finds out, for example, that the authority and the company are collaborating.

Under the Whistleblower Protection Act, the contractor is protected against retaliation such as termination or discrimination against the RLE.

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Contractor