



## CODE OF CONDUCT

### Human rights and labor rights

#### 1. Anti-discrimination

Hannecard must not discriminate against workers based on age, disability, ethical affiliation, sex, marital status, nationality of origin or social origin, political affiliation, race, religion or sexual orientation, whether on hiring or firing or in terms of salary or promotions.

#### 2. Anti-harassment and abuse

Hannecard must guarantee a workplace free from any harassment and abuse, in particular (but not exclusively) insults, moral harassment, mental and physical coercion and sexual harassment.

#### 3. Forced labor

Hannecard must ensure that all work performed is voluntary.  
Hannecard must not keep the originals of the identity papers and travel documents of their employees ...

#### 4. Prevention of child labor

Hannecard must not resort to child labor

#### 5. Working hours, salaries and benefits

Hannecard must comply with all applicable laws and internationally recognized standards with regard to working time, remuneration, allowances and other benefits, overtime and days of rest.

#### 6. Freedom of association and collective agreement

Within the limits permitted by law, Hannecard must freely allow workers to associate with each other, to form and join (or leave) organizations of their choice, and to conduct collective negotiations.

### Environment, Health and Safety

#### 1. Health and safety at work, and protection against risks

Hannecard is required to identify, assess and manage occupational health and safety risks. It must provide workers with appropriate personal protective equipment and instructions on how to use it correctly.

It will develop and implement emergency plans, intervention procedures and a corrective measure system.

#### 2. Environment

It must obtain, keep up to date and meet all the required environmental authorizations.

It will seek to reduce the consumption of energy, water, natural resources and hazardous substances by implementing economy and alternative measures..

### Ethics

#### 1. Business integrity

Hannecard may not be involved in cases of corruption, extortion, embezzlement or bribery. It must comply with all anti-corruption laws and regulations applicable in the countries where it operates.

#### 2. Disclosure of information

Hannecard must accurately record and disclose to all parties involved information regarding their business activities, labor, health and safety, and environmental practices.

#### 3. Protection of intellectual property and confidential information

Hannecard must respect intellectual property rights and safeguard customer information.

#### 4. Conflicts of interest

Hannecard will avoid real and potential conflicts of interest.

This Hannecard code of conduct applies to all group entities. It must imperatively be an integral part of all agreements.