

# **Code of Conduct for Suppliers and Business Partners**

## **Preface**

HOCHBAHN's corporate mission - "We organize sustainable mobility in the Smart City Hamburg" - emphasizes the importance of sustainability as a strategic guiding framework and the corporate aim to generate added value for customers, employees and the city of Hamburg.

For HOCHBAHN, a fair and trustful collaboration with its service contractors and suppliers is the baseline of all business relations. We expect our service contractors and suppliers to act responsibly in the same way we do.

Business relations are built on the following sustainability standards outlining requirements regarding human rights, working conditions, environmental protection, business ethics and compliance. They are internationally applicable and address suppliers as well as service contractors.

The sustainability standards described hereafter are based on the principles and values of the "United Nations Global Compact". HOCHBAHN became a member of the UN Global Compact in 2017 and its principles and values are an integral part of the corporate strategy HOCHBAHN#2030 and our business processes. Further reference frameworks are the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, and the conventions adopted by the International Labour Organization (ILO). Moreover, HOCHBAHN expects suppliers and service contractors to comply with all applicable laws and regulations and to proactively adopt measures to avoid negative social and ecological impacts.

By receiving and accepting an order, our direct suppliers and service contractors commit to adhere to the sustainability standards outlined hereafter. They are also required to communicate the sustainability standards throughout their supply chain and ensure their compliance. In case of regional and product-specific risks, HOCHBAHN reserves the right to request detailed information on environmental and social standards during the tender process and to verify their compliance.

## **I. Human Rights**

1. Suppliers and service contractors support and respect the protection of internationally proclaimed human rights and do not violate any human rights.
2. Suppliers and service contractors ensure that they as well as their business partners and suppliers are not complicit in human rights abuses.

## **II. Working Conditions**

3. Suppliers and service contractors comply with the minimum standards set out in the following conventions adopted by the International Labour Organization (ILO):
  - a. Forced Labour Convention (No. 29)
  - b. Freedom of Association and Protection of the Right to Organise Convention (No. 87)
  - c. Right to Organise and Collective Bargaining Convention (No. 98)
  - d. Equal Remuneration Convention (No. 100)
  - e. Abolition of Forced Labour Convention (No. 105)
  - f. Discrimination (Employment and Occupation) Convention (No. 111)
  - g. Minimum Age Convention (No. 138)
  - h. Worst Forms of Child Labour Convention (No. 182)
4. Suppliers and service contractors comply with all applicable national laws regarding the maximum number of working hours.
5. Suppliers and service contractors comply with all applicable national laws regarding the minimum wage and social benefits.
6. Suppliers and service contractors promote full and effective participation as well as equal opportunities for employees in taking over leadership positions on all levels; irrespective of their race, origin and nationality, religion, ideology, political and union activity, gender and sexual orientation, age, disability or disease.
7. Suppliers and service contractors ensure health and safety at the workplace.

### **III. Environmental Protection**

8. Suppliers and service contractors encourage the development and diffusion of environmental friendly technologies and develop strategies to reduce their energy and water consumption as well as their emissions.
9. Suppliers and service contractors pursue a precautionary approach by avoiding negative environmental impacts when producing, delivering, using and disposing their goods and services.
10. Suppliers and service contractors reduce waste by avoiding, reducing, reusing and recycling materials and resources.
11. Suppliers and service contractors undertake initiatives to promote greater environmental responsibility.

### **IV. Business Ethics and Compliance**

12. Suppliers and service contractors protect and promote fair competition.
13. Suppliers and service contractors oppose corruption in all its forms, including extortion and bribery.
14. Suppliers and service contractors do for an unlimited time not disclose any non-public information which are confidential or for other reasons recognized as company secrets.
15. Suppliers and service contractors establish processes allowing to anonymously and confidentially raise concerns without fear of retaliation.
16. Suppliers and service contractors comply with all applicable laws protecting personal information of individuals.
17. Suppliers and service contractors comply with all applicable laws when importing and exporting goods and services.

We thank you for your continuous support and your commitment to align your business activities with the sustainability standards described above. HOCHBAHN engages in collaboration with its suppliers and business partners to achieve transparency and continuous improvement of sustainability along the supply chain. Sustainability standards for HOCHBAHN's suppliers and business partners are an amendment to rights and responsibilities outlined in all agreements between HOCHBAHN and its suppliers and service contractors but do not substitute them.