



Code of Conduct

The aim of our Code of Conduct is to agree binding standards of conduct for all staff in the EUREF Group of Companies so as to meet ethical and legal challenges in our day-to-day working lives and so to head off any situations which could cast doubt on the lawfulness and integrity of our company and its staff.

This Code is at the same time a promise by all employees of the EUREF Group (management as well as staff at all levels) to all those persons and companies with whom they daily work together on the EUREF Campus that their conduct will follow these principles:

- We do business in a sustainable and responsible way.
- We adhere to laws, directives and guidelines.
- We behave in a fair, appreciative and respectful way with each other and towards our customers, business partners and service providers.
- We respect differences in the origins, cultures and ways of thinking of our staff, customers, business partners and service providers and we promote diverse co-operation and a corresponding exchange of ideas because this helps us to become even better at what we do.
- We are aware of our social responsibility.
- We protect our environment.

This Code is the standard by which we want ourselves and our actions to be measured at all times.

With this in mind, we have developed these **self-undertakings**:



Doing business in a sustainable and responsible way

We work for customers who share our vision and values. By working with them in an open, transparent and obliging way, we establish reliable and **stable customer relationships** with them.

We work with a **network of reliable partners and service providers** with whom we are in constant dialogue about our mutual requirements and expectations and so about the steadily continuing development of our joint offering to our customers. The way we interact with each other is marked by reliability, professionalism, openness and honesty.

Internally, we promote good, smooth and results-oriented **co-operation between all corporate divisions** by means of regular, timely and comprehensive communication formats relating to important business processes.

We are aware of our responsibility for our business locations, benefit from them and stand for close **dialogue with the major actors and networks in Berlin and Düsseldorf**, in the endeavour always to contribute something by our actions to their success as business and science locations.

We are careful to use the **resources** available to us for our activities in the company, especially people, hours of work, materials and energy, in a sparing way.

We always treat company property with care and do not use it for our own private purposes, unless this has been expressly agreed beforehand, in which case we will be careful in the way we use it.



Laws, directives and guidelines

We adhere to laws, regulations, directives and guidelines, especially

- prohibitions and rules relating to **corruption, bribery, fraud and extortion**; gifts and invitations are as a matter of course appropriate and reasonable
- regulations relating to **data protection** and **confidentiality**
- applicable safety and security standards
- **prohibitions of discrimination** under the General Act on Equal Treatment (AGG - Allgemeines Gleichbehandlungsgesetz)
- applicable employment and health and safety at work legislation
- general hygiene guidelines and current special rules for containment of the Covid-19 pandemic.

We have each made separate undertakings to comply with laws, directives and guidelines and can at any time contact the Group's **Compliance Officer** in complete confidence in case of doubt or with any information regarding possible legal or compliance violations (**whistle-blower system**).

Data protection and secrecy

We are committed to complying with data protection legislation and safeguarding confidentiality. We have each made separate undertakings to do so, and undergo regular training in this. We can get in touch in complete confidence with these contact persons at any time in case of doubt:

- the Group's internal data protection co-ordinators
- the Group's in-house lawyer
- the external data protection officer.



Our fellow-workers are our greatest asset

We appreciate and respect each other for the contribution made by each one of us in our various positions throughout the company to the well-being of the EUREF Campus.

We promise each other that we will behave with each other in a good and fair way and will treat each other with **respect** and **appreciation**.

We respect the interests of all our fellow-workers and support each other in combining family, private life and work.

Communication

We communicate as a matter of course directly, clearly and to the point in terms of the matter at hand and objectively in the way we do so.

Communication takes place in person-to-person meetings (including Jour Fixes, staff interviews and project meetings) as well as in written and digital form.

Equal opportunities

We respect diversity and enable inclusion.

No-one is discriminated against in their professional advancement on the grounds of their ethnic origin, religion, skin colour, gender, age or sexual orientation or because of any disability. Any form of intolerance, racism, oppression or disrespect of human rights is strictly rejected.



Harassment at work

We do not tolerate any harassment at work.

Harassment is discrimination if unwanted behaviour has the purpose or effect of violating the dignity of the person concerned or of creating an environment of intimidation, hostility, humiliation or verbal abuse. This includes bullying and mobbing.

Sexual harassment is discrimination if unwanted conduct of a sexual nature, which includes unwanted sexual actions and demands to perform them, physical contact of a sexual nature, suggestive comments and the unwanted showing or visible display of pornographic images, has the purpose or effect of violating the dignity of the person concerned or in particular of creating an environment of intimidation, hostility, humiliation, degradation or verbal abuse.

We can contact the Compliance Officer at any time in complete confidence in case of doubt or with specific information about violations.

Social responsibility

We support our staff financially in certain areas of **cost of living** (including meal allowances and sport allowances).

We provide support in the choice of career as well as in changes of career, and in addition to internships alongside traineeships we continually offer voluntary “insights” and work-shadowing.

We provide **training**.

We enable **inclusion**.

We give preference to service providers and work exclusively with business partners who for their part are proven to undertake social responsibility.



Protection of the environment

Since 2014 our Campus in Berlin has already been meeting the Federal Government's CO2 climate goals for 2045.

We prove here on a day-to-day basis that the energy revolution is not only viable but also financially affordable. How? With our innovative joining of business and science, our climate-neutral energy supply, our intelligent energy grid, our energy-efficient buildings, our trial platform for future mobility and our many research projects.

Our city district is constantly expanding its function as a forum and information hub with events dealing with climate protection and sustainability, guided tours of the Campus and company visits as well as informative projects such as the EUREF energy workshop.

Environmental protection is part of our **DNA**.

Our customers, business partners and service providers share our vision. Together with them we can meet even high demands for sustainable solutions by means of event formats and offerings with relevant structures.

We at EUREF are already taking on a leading role today in the events industry in the area of sustainability.

Implementation

This Code enters into force per **1 January 2023**.

We will regularly review the meaning and implementation of this Code.

Specific qualified assistance is offered as needed.

The Executive Board

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