



HENNLICH Code of Conduct – Human rights and Working Conditions

The principles of this code are binding on all employees and collaborators (self-employed persons) of HENNLICH. Any failure to comply with this policy is considered a serious violation and may lead to disciplinary action. If anyone has knowledge that a violation of this policy has occurred, he/she should immediately report it to his/her supervisor, the Human Resources Department, the appropriate person, or company management.

I. Child labour and young workers

At HENNLICH, we are committed to respecting human rights and the rights of children. As a company that honours and promotes ethical standards, we are committed to fighting all forms of child and adolescent labour that violate national legislation and international standards.

1. Prohibition of Child Labour: We strongly prohibit any form of child labour as defined by the International Labour Organization (ILO) and relevant national laws.

2. Young Workers: Juveniles may only work for us if they are over the minimum age for such work in accordance with the applicable laws and regulations of the Czech Republic. We comply with all applicable laws and regulations regarding working hours, minimum age and working conditions when employing juveniles.

3. A safe and healthy working environment: We create a safe and healthy working environment for adolescent employees so that this environment respects their physical limits and does not compromise their physical and mental development.

4. Education and training: We recognise the importance of education for juvenile workers. We create conditions so that the work of minors does not hinder their right to education and so that they can participate in training and education.

5. Transparency and Compliance: All our activities related to youth work are transparent and fully compliant with applicable laws and regulations.

II. Wages and benefits

As part of our Code of Conduct, we consider the issue of fair compensation and benefits for our employees to be of paramount importance. We have therefore established the following principles:

1. Fair wages: all wages and benefits received by our employees are in accordance with applicable laws and regulations and adequately reflect the quantity, nature and quality of the work performed. Employees are entitled to a fair and understandable pay structure.

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Zapsán do obchodního rejstříku u Krajského soudu v Ústí nad Labem v oddíle C, č. vložky 274

IČO: 14869446
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2. Benefits: in addition to salary, we also provide our employees with a range of benefits that help to improve their quality of life and support them in their professional development. These benefits comply with relevant laws and regulations.

3. Equal Opportunity: we ensure that our pay policy and employee benefits are fair and non-discriminatory and that all employees have equal opportunities in terms of remuneration and access to benefits.

4. Transparency: as part of our policy of openness and transparency, we provide our employees with clear and understandable information about their salaries, bonuses and benefits. Employees have the right to consult with their respective managers or the HR department on these areas.

5. Compliance with Law: We comply with all applicable laws and regulations regarding wages, bonuses and benefits, including minimum wage, rest periods and other employee rights.

III. Working hours

Working hours are a key part of working conditions and have a significant impact on the quality of life of our employees. Therefore, as part of our Code of Conduct, we commit to the following principles:

1. Compliance with working hours: we comply with all applicable laws and regulations regarding working hours and rest periods, including minimum rest period requirements between shifts and maximum working hours.

2. Flexibility: we recognize that work and personal commitments can be demanding and change over time. Where the nature of the work allows, we offer flexible hours and work from home options to help employees better balance their personal and professional lives.

3. Overtime: At the same time, we do not allow our employees to systematically work overtime in a way that could jeopardize their health and well-being. Overtime is always compensated in accordance with applicable laws and internal regulations.

4. Observance of breaks: We understand that breaks are essential to maintaining the productivity and health of our employees. We will ensure that all employees have adequate time to rest during working hours.

5. Transparency: Employees have the right to clear and transparent information on the number of hours worked, overtime pay and rights related to working time.

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IV. Modern slavery (i.e. slavery, servitude and forced or compulsory labour)

At HENNLICH, we are firmly committed to fighting all forms of modern slavery. We are aware of our responsibility to create a work environment that is free from exploitation of any kind. We commit ourselves to the following principles:

- 1. Prohibition of Modern Slavery:** We strongly condemn and prohibit all forms of slavery, servitude, forced labour or exploitation in any form or under any circumstances.
- 2. Compliance with the law:** We will comply with all applicable laws and regulations relating to the fight against modern slavery and servitude, and we are committed to working with the relevant authorities to prevent this phenomenon.
- 3. Working conditions:** we ensure that all our working conditions and practices are fair, transparent and respect the rights and dignity of all our employees.
- 4. Supply Chain:** We expect our partners and suppliers to adhere to these principles as well.

V. Ethical recruiting

At HENNLICH, we recognize that our success rests on our employees. We also recognize the importance of fair and transparent recruitment that respects the rights and dignity of all involved. Therefore, we have established the following principles for ethical recruitment:

- 1. Equal Opportunity:** we ensure that all job opportunities are open to all qualified applicants. Recruitment decisions are made on the basis of relevant and objective criteria. Discrimination for any reason is unacceptable.
- 2. Respecting the rights of applicants:** we recognise and respect the rights of all job applicants. This includes the right to privacy and dignity throughout the recruitment process.
- 3. Transparency:** All information regarding job opportunities, including position requirements and the selection process, is clear, accurate and easily accessible to all potential applicants on our website.
- 4. Confidentiality:** All information obtained from applicants during the recruitment process will be treated as confidential and used only for recruitment purposes.
- 5. Feedback:** Each candidate has the right to feedback regarding his/her performance during the recruitment process. This feedback shall always be constructive and respectful.

VI. Non-discrimination and harassment

At HENNLICH, we consider respect and equal treatment to be fundamental principles of our working environment. As a company, we are committed to actively combating any form of discrimination and harassment. This commitment is reflected in the following principles:

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1. Non-discrimination: we strongly reject any form of discrimination based on race, colour, national origin, religion, gender, age, sexual orientation, disability, marital status, political beliefs, or other protected characteristics. All employment decisions regarding hiring, training, compensation, promotion, terms and conditions of employment, and termination of employment are made on the basis of an individual's qualifications, performance, and abilities.

2. Prohibition of harassment: we condemn all forms of harassment, including sexual harassment. Any conduct that creates a hostile, unpleasant or offensive work environment is strictly prohibited.

3. Corrective Action: In the event that a violation of this policy occurs, we will take corrective action in accordance with applicable laws and internal regulations. These actions may include disciplinary action up to and including termination of employment.

4. Reporting and support: if any of our employee or a co-worker (self-employed person) witnesses or is a victim of discrimination or harassment, he/she has the right and opportunity to immediately report it to his/her supervisor, HR department, company management or, if applicable, to the appropriate person determined in accordance with the principles adopted under the Whistleblower Protection Act - Ivo Kubačák, kubacak@hennlich.cz. We have established rules to ensure that such reports are properly investigated and that employees who report truthful information about discrimination or harassment are not subsequently penalized.

VII. Women's Rights

At HENNLICH, we value gender equality and women's rights. We understand that gender equality is a fundamental human right and an essential part of a fair and inclusive work environment. We respect and remain committed to upholding and promoting women's rights in our workplace and establish the following policies:

1. Gender Equality: We ensure that men and women have equal opportunities in employment, education and career development. Discrimination of any kind on the basis of gender is unacceptable.

2. Equal pay: wages, bonuses and benefits are always determined by performance and qualifications, not gender.

3. Parent rights: We respect and support women's maternity rights, including pregnancy and maternity leave, and guarantee that women will not be discriminated against because of pregnancy or maternity. We have implemented our own Maternity and Parental Management to ensure the conditions. If the father wishes, we also allow the father to take maternity and parental leave in place of the mother, all in accordance with the law of course.

4. Work and family: we provide support and flexibility so that women and men can balance their work and family commitments. This includes flexible working hours, opportunities to work from home and support with childcare or caring for a family member. We run our own HENNLICH Baby Club on our premises.

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5. Violence in the workplace: we strongly condemn violence against our employees in all its forms. We ensure that our work environment is safe for all our employees and that any reports of violence or harassment are properly investigated.

VIII. Diversity, Equality and Inclusion

At HENNLICH, we believe that diversity and inclusion are key to our success. Each individual brings unique perspectives and skills that enrich our workplace and foster innovation. That's why we are committed to the following principles:

- 1. Diversity:** We value and respect the diversity of our team in all its forms, including, but not limited to, gender, age, racial and ethnic background, religion, sexual orientation, disability, marital status, and life experiences.
- 2. Equality:** we ensure that all our employment practices, including recruitment, appraisal, development and reward, are fair and provide equal opportunities for all our employees.
- 3. Inclusion.** Every employee has the right to work in an environment that is free from discrimination or harassment of any kind.
- 4. Compliance with the law:** we are committed to complying with all applicable laws and regulations relating to equality, discrimination and human rights.

IX. Rights of Minorities and Indigenous Peoples

At HENNLICH, we are firmly committed to respecting and promoting minority rights. We recognise the cultural, social and economic contribution that these groups bring to our business and the wider community. We have therefore set out the following principles:

- 1. Respect for cultures and traditions:** We recognize and respect the unique cultural and traditional values of minorities and are committed to protecting and promoting them.
- 2. Equality and non-discrimination:** we are committed to treating all employees equally, regardless of their background or minority status. Any form of discrimination based on race, ethnicity, language or any other characteristic is expressly prohibited.
- 3. Involvement and Consultation:** In the event that our activities potentially affect minorities and their rights, we will properly consult with them and seek their free and informed consent prior to engaging in such activities.
- 4. Support and development:** We support equal employment and educational opportunities for minorities and will strive for their full inclusion in our business.
- 5. Protection of rights:** We comply with all applicable laws and international conventions relating to minority rights.

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