

# Code of conduct for business partners

of the Bundesdruckerei Group

## Introduction

The Bundesdruckerei Group is committed to meeting its responsibility to society and to its staff, to customers and business partners as well as its owner. That's why the Group undertakes to observe clear principles as a framework for entrepreneurial and commercial activities.

For us, economic success and moral commitment are not contradictions, but an indispensable prerequisite for sustainable, positive economic activity.

This Code of Conduct describes fundamental principles and values that should guide all employees and business partners.

It is our declared goal to implement these principles and values together with our business partners. We assume that our business partners act according to the same or similar principles as we do and that they support us in doing so.



## 01 Law-abiding conduct

Our business partners strictly observe laws and other regulations applicable in Germany and abroad. They accept that legal and social standards change over the course of time and therefore continuously review their behaviour and adapt it accordingly to meet requirements.

### 1.1 Dealing with business partners

Our business partners maintain a trusting, fair, correct and reliable relationship with their customers, public authority representatives, suppliers and other business partners. They fulfil their agreements and contracts and comply with national laws and regulations.

### 1.2 Dealing with confidential information

For our business partners, fair and trusting dealings with customers, suppliers and business partners include maintaining confidentiality about confidential information.

### 1.3 Competition and antitrust law

Our business partners do not enter into any agreements that violate competition and anti-trust law.



## 02 Bribery, corruptibility and fast-track payments

Our business partners reject any form of bribery or corruption, and they neither make nor receive fast-track payments under any circumstances. Our business partners, like us, do not tolerate corruption.



## 03 Dealing with gifts and other gratuities

As a matter of principle, our business partners do not accept or give any inappropriate gifts or other gratuities.



## 04 Money laundering

Our business partners comply with all laws and regulations relating to money laundering and the support and financing of terrorist activities.



## 05 Cooperation with public authorities

Our business partners apply the highest ethical standards in their work, particularly with public bodies, public officials and international authorities, and comply with laws and regulations. They also expect this from their business partners.



## 06 Conduct in the case of sideline activities and equity investments

Our business partners avoid conflicts of interest arising from sideline activities and equity investments.



## 07 Child and forced labour

Our business partners reject any form of child and forced labour.



## 08 Human rights

Our business partners respect human rights. Within their sphere of influence, they ensure that there is no discrimination on the grounds of colour, sex, age, nationality, political or religious conviction, social or ethnic origin, disability or sexual orientation.



## 09 Data protection

Our business partners undertake to observe all data-protection laws, rules and regulations.



## 10 Export control and customs

Our business partners ensure compliance with all export control and customs regulations.



## 11 Environmental protection, occupational safety and sustainability

Our business partners observe the laws, directives and other regulations governing the protection of health and the environment.



## 12 Tax law

Our business partners ensure compliance with all tax regulations.



## 13 Notification and reporting of violations

Information on vulnerabilities or other circumstances that lead to violations of the law can be submitted anonymously, in particular, via our electronic whistleblowing system. Information will be treated confidentially. If the identity of the whistleblower is known, it will be kept secret upon request. The Bundesdruckerei Group assures whistleblowers that it will not take any steps to identify the whistleblower submitting an anonymous report. The foregoing does not apply in the case of misuse. Denunciations of any kind will not be tolerated.



## 14 Concluding remarks and further information

The Bundesdruckerei Group does not consider economic success and moral commitment to be contradictions, but indispensable prerequisites for sustainable positive economic activity. This includes offering products and services of the highest quality. But it also means that our employees conduct business with integrity. We expect the same from our business partners. Any violations of this Code of Conduct will not be tolerated by our Group.



## 15 Your contact person for compliance issues

E-mail: [compliance@bdr.de](mailto:compliance@bdr.de)