

# **Guidelines for our actions**

## Code of Conduct

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Editorial note:  
For the sake of legibility, the masculine form is used throughout to refer to all genders equally. Corresponding terms apply to all genders in accordance with the principle of gender equality.  
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“This Code of Conduct represents BayWa’s system of values – and also serves as a benchmark for your personal actions.”

## Dear colleagues,

Unity is at the core of our brand and defines our actions. For us, this means the following: We are reliable, trustworthy – and take responsibility for the people who work for and with BayWa. The fact that responsible action makes a difference is particularly evident in challenging times, during which we provide special support to our customers and partners, thus creating an even stronger foundation for future collaboration.

Unity is the key to the continued successful development of our company, and shapes our attitude both externally and internally: We can only achieve goals such as sustainable action, international growth, innovation and digitalisation if we treat each other with respect and fairness, value our diversity and different talents and develop our potential.

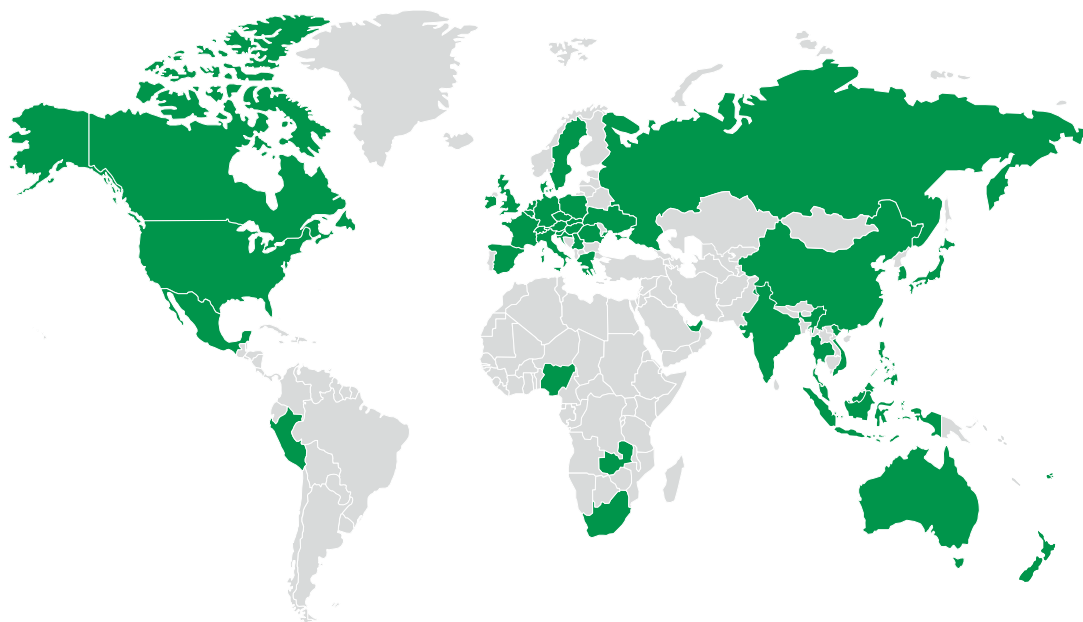
The prerequisite for such collaborative interaction is binding rules – which apply to everyone in the Group and which we can all rely on being observed. This is why the BayWa Management Board has established the Code of Conduct: Principles of conduct that reflect BayWa’s value system and also serve as a benchmark for your personal actions and choices. The principles of conduct provide you with guidelines for dealing fairly and responsibly with colleagues, customers, society and the environment – thereby shaping cooperation in a value-adding way. Because unity leads to success.

Yours

Prof. Klaus Josef Lutz  
December 2021

# “Solidity, trust and innovation: These values are the basis for our actions.”

## BayWa's corporate values pave our common path



Over 20,000 employees in over 50 countries: BayWa's history is an international success story. It is based on our universal values of solidity, trust and innovation. These values also shape our Code of Conduct and our notion of how best to realise its requirements: The BayWa Code of Conduct applies equally to Board members, managers and employees. It is also binding for all affiliated companies of BayWa in Germany and abroad.

The Group companies may develop additional principles of conduct, which may not fall short of the minimum standards of this Code of Conduct.

Solidity and trust means: BayWa's customers and business partners can rely on us just as much as our employees. It is therefore a matter of course for us to behave ethically and legally and to shape our corporate culture accordingly: We are all committed to creating an environment in which the closing of a deal is not valued more highly than upright conduct during the transaction.

We expect the same high standards from BayWa's business partners – both at home and abroad. That is why we have drawn up a Code of Conduct that precisely defines the rules for our cooperation: the BayWa Supplier Code of Conduct.

We are in close contact with our customers, suppliers and other business partners. We communicate fairly and transparently in order to shape the future together with you. We protect your interests – as well as our own.

As a globally active, continuously developing group, we know very well how important binding provisions are in communication, in dealing with each other and not least in achieving new goals. That is why we do not only regard the BayWa Code of Conduct as a binding set of rules, but above all as a companion for the next successful milestones on our common path.

# 1.1



“We value the contribution of each and every individual in our company.”

**Human rights, equal opportunities and occupational health and safety are integral parts of our corporate culture**

## Upholding human rights

Our brand core value of unity is deeply rooted in BayWa's identity. For us, this means that people are always at the centre of our actions and that we always assume responsibility. We therefore consider the globally applicable regulations for the protection of human rights to be fundamental, universally valid requirements. This includes, first and foremost, the prohibition of child labour and forced labour.

## Mutual respect and integrity

We treat each other fairly and respectfully and treat colleagues, business partners and customers as we would like to be treated ourselves. We condemn any form of harassment (for example bullying or sexual harassment), welcome and accept different opinions and attitudes and respect that all colleagues have the same personal rights and responsibilities. We promote a fair and tolerant environment where every individual feels a sense of belonging and acceptance, and has the opportunity to develop their full potential.

## For equal opportunities – against discrimination

As an internationally operating group, we naturally respect the personal rights of our employees, business partners and customers. We oppose any kind of discrimination, for example on the basis of ethnic origin, religion, ideology, disability, age, sexual orientation, gender or other personal characteristics. Moreover, we also recognise and acknowledge the value that each individual has for BayWa and the contribution they make to our company. We recognise the importance of attracting and retaining employees from diverse origins and backgrounds. Because diversity in the workforce leads to enrichment – with new ideas, perspectives and experiences.



# 1.2



## Leaders as role models

Our managers have a great influence on employee motivation and performance. They therefore have a special responsibility when it comes to applying the corporate values and the BayWa Group Next Leadership Principles. This means: They convey the meaningfulness of our actions, cultivate BayWa's core value of unity both internally and externally, act authentically and promote an atmosphere of trust and mutual appreciation. The role model function of our managers also includes actively supporting the compliance culture on the basis of transparency, integrity and adherence to rules.

## Commitment to occupational health and safety

We observe applicable laws to ensure fair working conditions, including adequate pay and regulated working hours.

For BayWa, the people who work for the company are its most important success factor. This is yet another reason why occupational health and safety, as well as health promotion and prevention have a long-standing tradition with us. The workplaces of our employees comply with current safety standards. BayWa supports the physical and mental well-being of its employees by implementing preventive occupational safety measures and a health management system.



# 2.1



“We comply with applicable laws and internal Group regulations.”

**Compliance with legal requirements is a top priority at BayWa**

## **Compliance with applicable law and internal regulations**

We respect and observe applicable laws as well as the Group’s internal regulations. We are committed to complying with the regulations and laws applicable in all countries in which BayWa operates. In dealing with our customers, suppliers, competitors and business partners, we do not enter into any agreements or transactions that are unlawful in any way. Violations of applicable laws and internal regulations will not be tolerated and will be sanctioned accordingly.

## **Compliance with competition law and antitrust requirements**

We are fully committed to open markets and uninhibited competition. We do not enter into any undue agreements with competitors, customers or suppliers. Any collusion or exchange of market-relevant information with competitors, in particular regarding prices, market shares, capacities, investments, strategies, tendering

procedures or similar sensitive data, is therefore prohibited.

All employees and managers, including members of the BayWa Management Board, are obligated to comply with antitrust rules.

## **Compliance with anti-corruption laws**

As a responsible company, BayWa always acts in a respectable manner and rejects any form of corruption. In particular, we neither allow ourselves to be offered nor accept unauthorised benefits from business partners. Benefits are only granted and accepted within the legally permissible framework and internally defined guidelines. We avoid creating even the slightest impression of exerting or being under undue influence, for example through the exchange of gratuities or other benefits.



## 2.2



### Money laundering prevention

At BayWa, we do everything in our power to prevent our company from being misused as a vehicle for money laundering or the financing of terrorism. We comply with all local anti-money laundering laws and do not engage in any money laundering activities.

### Compliance with foreign trade law

As part of our international activities and when entering into international markets, we observe relevant legal regulations on foreign trade as well as customs laws.

### Compliance with tax regulations

In our national and international business activities, we comply with the relevant tax regulations and reporting requirements. Our tax-relevant structures reflect the requirements of our business activities, so that taxes are declared and paid where the creation of value takes place.

### Effective whistleblowing system

Our employees as well as external third parties have various reporting channels at their disposal for reporting legal violations. In particular, you can anonymously contact BayWa's whistleblower system ([www.baywa.compcor.de/en](http://www.baywa.compcor.de/en)) if there are indications of a legal violation. Contact is strictly confidential.



“We take care to use natural resources intelligently and economically.”

**BayWa is aware of its responsibility towards the environment as well as humans and animals**

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#### Conscious use of resources

We are aware of our responsibility towards the environment and the welfare of people and animals in all our decisions and activities.

That is why we take care to use natural resources intelligently and economically and why we continuously work towards minimising the possible harmful effects of our products and processes on the environment and climate.

We support our customers and partners in actively addressing global sustainability challenges and empower them to conserve resources through our products.

#### Responsibility in the supply chain

For our business activities, we need raw materials, technical products, components, packaging materials and services from reliable suppliers.

We work with them in partnership.

The minimum standards for this partnership are documented in the [BayWa Supplier Code of Conduct](#).

In addition, all suppliers are required to implement these binding ethical, social and environmental standards in their up-stream value chains.

## 4



“We always make decisions and act in the best interests of the company.”

**Employees and managers handle BayWa’s assets and work equipment responsibly**

#### Separation of professional and private interests

We strictly separate our private interests from BayWa’s interests and deal with conflicts of interest transparently and openly. Business decisions are made solely in the best interests of the company. This applies in particular if our employees can directly or indirectly influence the awarding of contracts.

#### Criteria for ancillary activities

We do not engage in any ancillary activities that are in conflict with BayWa’s interests. We inform our superiors or the personnel management about all ancillary activities in order to ensure transparency.

#### Responsible handling of assets

We handle BayWa’s work equipment responsibly: We handle it with care and use it properly. We ensure that the buildings and facilities retain their value and avoid unnecessary costs and other damage for BayWa.

We protect BayWa’s property from loss and use it exclusively for professional purposes, unless permission has been granted for private use. We protect BayWa’s intellectual property from unauthorised access or disclosure to third parties. This includes all company secrets, such as strategic plans, customer lists and internal calculations.

We respect the trademark rights of third parties and fend off attacks on our brands to protect BayWa.

#### Protecting the reputation of our company

We are aware that we can also be perceived as representatives of our company in our private lives. That is why, for example, when we are active on social media, we always take care to protect BayWa’s reputation.





“We always handle personal data and confidential information appropriately.”

### **BayWa maintains data protection and confidentiality**

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#### **Ensuring data protection and security**

Due to their high level of sensitivity, we strictly protect the personal data and company secrets of our business partners, BayWa and our employees.

We ensure that confidential information does not fall into the hands of third parties or reaches the public. Furthermore, we do not use information to which we have access through our activities for our personal benefit.

We are aware that electronic correspondence is also legally binding and therefore pay close attention to content and wording.

#### **Confidentiality obligation**

During the course of our business activities, or by other means, we may gain access to trade and company secrets of BayWa or our business partners. We undertake to treat such secrets as confidential and protect them.

#### **Compliance with legal provisions on capital market law**

BayWa publishes all information relevant to its share price on the basis of a careful review of the requirements under capital market law. We comply with applicable regulations and refrain from share trading during critical periods prior to reporting and publication of business figures. We inform the persons concerned in good time in order to avoid violations. We treat insider information obtained in the course of our daily business with confidentiality and do not use it for our own purposes.

#### **Correct reporting**

All of BayWa's financial reporting is accurate, complete and comprehensible.

This applies in particular to reporting on the business performance and all information on the current asset, financial and yield situation. In doing so, we prepare and communicate our reports on time and in accordance with national and international accounting regulations.

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“We realise projects for healthy nutrition and renewable energies at home and abroad.”

### **BayWa assumes corporate and social responsibility**

#### **The BayWa Foundation and other activities**

We assume corporate and social responsibility. BayWa makes a special contribution towards this undertaking with the BayWa Foundation. The purpose of the foundation is to promote science and research, education and training. It thus pursues exclusively and directly charitable goals. The BayWa Foundation provides valuable help by implementing sustainable educational projects in the fields of healthy nutrition and renewable energies in Germany and abroad. The aim is to convey knowledge and promote education in order to improve people's quality of life in the long term.

Among other things, the BayWa Foundation facilitates the exchange of ideas between science and business by awarding scholarships. Beyond the Foundation's activities, BayWa ensures integration into its social environment through its commitment to sports, education and social affairs, among other things. Donations from the Foundation are never made to gain business advantages and are not made to persons or organisations that could damage BayWa's reputation.



“We all contribute to the implementation and further development of our Code of Conduct.”

**Your contact partner for questions relating to the BayWa Code of Conduct**

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BayWa AG and all affiliated companies contribute to the implementation and continuous development of this Code of Conduct. They also ensure that no employee suffers any personal disadvantage as a result of compliance.

Each of us is responsible for complying with the principles contained in this Code of Conduct. The Management Board and all managers are the employees' first point of contact for all questions relating to the Code of Conduct. They demonstrate that they always take compliance risks and indications thereof seriously and value the commitment of employees to protect BayWa's values.

Open communication and mutual support are the foundations of trust and good cooperation among all BayWa employees.

This Code of Conduct is not exhaustive and is not expected to provide concrete answers to all your questions. If you are unsure and need guidance in your day-to-day work, feel free to contact Corporate Compliance, the HR department or your superior directly. Please internalise the above guidelines as a binding standard for your actions and contribute to BayWa's sustainable success, because every employee counts.

**Your active contribution matters!**





## This is how we implement our corporate values in our day-to-day work

**Solidity, trust and innovation: These values shape BayWa's actions and our interaction with one another. You can see how we implement them here at a glance:**

### 1. Respect

"We value the contribution of each and every individual in our company."

### 3. Environmental protection

"We take care to use natural resources intelligently and economically."

### 5. Data protection

"We always handle personal data and confidential information appropriately."

### 7. Cooperation

"We all contribute to the implementation and further development of our Code of Conduct."

### 2. Integrity

"We comply with applicable laws and internal Group regulations."

### 4. Loyalty

"We always make decisions and act in the best interests of the company."

### 6. Responsibility

"We realise projects for healthy nutrition and renewable energies at home and abroad."

