

Cover letter for FIEGE business partners

SUPPLIER CODE OF CONDUCT

The FIEGE Group, headquartered in Greven, Westphalia, is one of the most innovative logistics providers in Europe. With over 23,000 employees at 135 locations in 14 countries, FIEGE operates internationally - from the core markets in Europe to Asia. FIEGE is a fifth-generation family business and is recognised as a pioneer in contract logistics. Modular solutions in the areas of logistics, digital services, real estate and ventures form the core of its business activities.

As a family business, we are committed to protecting and respecting human rights, acting sustainably, protecting the environment and ensuring fair working conditions. We constantly reflect on our actions because we want to become better and more sustainable in what we do, step by step.

Against this background, we as the FIEGE Group have issued a declaration of principles on human rights, which is available at

[FIEGE Group Policy Statement](#)

This policy statement supplements the FIEGE Group's Code of Conduct, which forms the basis of our cooperation with our employees and also the basis of our contractual relationships with our customers, suppliers and other contractual partners. Our Code of Conduct is available at

[FIEGE Code of Conduct](#)

In this context, we recognise and value the key role played by our direct and indirect suppliers in the development of responsible and sustainable service relationships. In addition to the contractual arrangements made with our suppliers, our cooperation with them is therefore based on the following principles

- (i) compliance with human rights by the supplier in accordance with our declaration of principles and
- (ii) the supplier's compliance with the provisions of the FIEGE Group's Code of Conduct and
- (iii) compliance with the following Supplier Code of Conduct for suppliers in the area of sustainability and LkSG.

We therefore ask your company (hereinafter referred to as "**Supplier**") to recognise and countersign these basic principles of our joint cooperation. The Supplier Code of Conduct for suppliers in the area of sustainability and LkSG is the following:

The FIEGE Supplier Code of Conduct for business partners can be found in the supplement to this letter.

We thank you for your support and remain

With kind regards

Katharina Schwarzer
Director Procurement

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Supplementary requirements to Sustainability and The Supply Chain Sustainability Act (LkSG) for FIEGE business partners

I. Ethical standards

The supplier complies with the following ethical standards and ensures their compliance and implementation along its supply chains:

- Global Compact of the United Nations ("[United Nations Global Compact](#)");
- Principles of the Universal Declaration of Human Rights; ("[UN Universal Declaration of Human Rights](#)");
- [United Nations Guiding Principles on Business and Human Rights](#);
- Declaration of the International Labour Organization on Fundamental Principles and Rights at Work ("[1998 International Labor Organization Declaration on Fundamental Principles and Rights at Work](#)").

II. Minimum social standards

The supplier undertakes to comply with the following minimum social standards and to ensure compliance with these minimum standards in its supply chains.

1. Health and safety in the workplace

- The supplier undertakes to comply with all applicable health and safety regulations.
- In this context, the supplier undertakes in particular to ensure a safe and hygienic working environment and to take all necessary measures to prevent injuries and accidents.
- The supplier shall implement and maintain a health and safety management system for continuous improvement in this context.
- The supplier undertakes to carry out regular health and safety inspections in his company and to regularly check the effectiveness of the preventive and corrective measures taken.
- The supplier must fulfil the legal and regulatory requirements and comply with the respective standards in the current version.

2. No forced and child labour

- The Supplier shall not use any form of forced, illegal or compulsory labour, including labour of persons who are victims of human trafficking or in debt bondage.
- The supplier complies with the ban on child labour and ensures this within its supply chains.

3. Working conditions, working hours and remuneration

- The supplier shall ensure that its employees receive written and comprehensible information on working conditions and wages before commencing their employment.
- The supplier shall ensure that the statutory regulations on working hours, breaks and rest periods are complied with.
- The Supplier shall ensure that it pays the wages of its employees punctually, regularly and in full and at least on the basis of and in the amount of the applicable statutory provisions or other binding rules and regulations.
- The supplier must fulfil the legal and regulatory requirements and comply with the respective standards in the current version.

4. Right to freedom of association

- The supplier respects the right of employees to organise themselves and to participate in collective bargaining; the fundamental right of freedom of association and coalition must always be observed. The Supplier shall maintain an open and constructive dialogue with its employees and their representatives.

5. Equal treatment, no bullying and no discrimination

- The supplier respects the equal treatment of all genders. It respects the fact that no one is disadvantaged or favoured because of their origin, language, ethnicity, homeland or background, faith, religious beliefs or disability.
- The supplier respects the personal dignity, privacy and rights of every employee and in particular does not tolerate any form of harassment or bullying.
- The supplier does not tolerate any behaviour that bears the hallmarks of discrimination, bullying, sexual harassment and violation of personal dignity.

III. Environmental minimum standards

The supplier undertakes to comply with the following environmental minimum standards and to ensure compliance with these minimum standards in its supply chains.

1. Environmental and climate protection

- The supplier protects the environment and complies with all applicable national and international regulations and rules. The supplier maintains an effective system for identifying and eliminating potential environmental hazards.
- The Supplier shall establish and maintain appropriate environmental management processes, including but not limited to climate protection, air quality, soil protection, water protection, biodiversity, waste treatment and handling, noise abatement and prevention of deforestation.
- Upon request, the supplier shall provide FIEGE with evidence of compliance with its climate and environmental protection targets; for this purpose, relevant data shall be provided to FIEGE in writing to an appropriate extent.
- The supplier shall support FIEGE's environmental and climate protection obligations and targets that go beyond this and have been agreed with the supplier to an appropriate extent.
- The supplier must fulfil the legal and regulatory requirements and comply with the respective standards in the current version.

2. Resource consumption and quality

- The supplier undertakes to use natural resources carefully and sustainably. The consumption of resources such as energy, water, raw materials and auxiliary materials shall be reduced wherever possible. For example, the supplier shall implement the reuse of process water in the production process wherever possible
- The supplier must ensure compliance with and monitoring of binding waste water quality standards.
- The supplier must ensure that water or water resources are not contaminated.

3. Air and soil quality

- The supplier undertakes to comply with all statutory regulations and other binding provisions to ensure air quality and avoid any soil pollution/contamination.

4. Hazardous substances and goods

- The supplier undertakes to comply with applicable laws and binding regulations with regard to hazardous substances and goods (GSG). The requirements of the "[Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal](#)" must be complied with. In this context, it must implement an effective organisation and the necessary processes and carry out regular effectiveness checks.
- The supplier shall inform FIEGE in writing of any hazardous substances and goods in connection with its deliveries to FIEGE without being requested to do so and in good time and shall provide FIEGE with all necessary data and information in this connection.
- Training courses prescribed for the supplier's employees must be carried out.

IV. Diligence in the supply chains

- The supplier is obliged to implement due diligence processes to identify, prevent and minimise risks for the violation of human rights and environmental impacts in its own supply chains, including appropriate grievance mechanisms and reporting based on the United Nations Guiding Principles on Business and Human Rights, the [OECD Guidelines for Multinational Enterprises](#) and other relevant guidelines.
- The supplier shall comply with all applicable laws relating to due diligence obligations along the supply chain.

V. Compliance with Supplier Code of Conduct

- FIEGE considers the provisions of this Supplier Code of Conduct and compliance with it to be an essential basis for the business relationship between FIEGE and the supplier. This is recognised by the supplier and confirmed accordingly upon signature.
- In the event of material breaches by the supplier of the terms of this Supplier Code of Conduct, FIEGE reserves the right to terminate the business relationship with the supplier subject to applicable law.
- The supplier shall support FIEGE in the implementation of legally prescribed and other due diligence processes in this context to an appropriate extent, e.g. within the framework of a LkSG, ESG or compliance certification. FIEGE reserves the right to conduct or request a review of the supplier's compliance with the Supplier Code of Conduct in an appropriate manner. The supplier may also provide evidence in another suitable manner. Any audit shall be scheduled during business hours mutually agreed with the supplier and for which the supplier shall provide meaningful documentation that clearly and transparently demonstrates compliance with these Supplier Code of Conduct.
- The Supplier shall endeavour to familiarise itself with the business practices of its suppliers, subcontractors and other business partners and to oblige all suppliers, subcontractors and business partners to comply with this Supplier Code of Conduct or comparable values.

VI. Complaints procedure

- The Supplier and its respective employees as well as stakeholders and rights holders in general are encouraged to report violations of this Supplier Code of Conduct, for example via the corresponding whistleblower platform. This whistleblower platform can be reached at [Whistleblower Platform](#).

The applicability of and compliance with Supplier Code of Conduct is hereby confirmed.

Company name:

Legally binding Signature of supplier

Name:

Name:

Titel:

Titel:

Place, Date

Place, Date

FIEGE Logistik Holding Stiftung & Co. KG

Ort, Datum

Katharina Schwarzer • Director Procurement

ATTACHMENT 1 Further information and complementing links

Documents and further links and information that can support the supplier in fulfilling these expectations are listed below:

1. [FIEGE Group Policy Statement](#)

https://www.fiege.com/sites/default/files/2023-03/fiege-group-policy-statement_en.pdf

2. [FIEGE Code of Conduct](#)

https://www.fiege.com/sites/default/files/2022-12/fiege-verhaltenskodex_code-of-conduct_en.pdf

3. [United Nations Global Compact:](#)

<https://globalcompact.at/un-global-compact>

4. [UN Universal Declaration of Human Rights:](#)

<https://globalcompact.at/un-global-compact>

5. [United Nations Guiding Principles on Business and Human Rights](#)

https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf

6. [1998 International Labor Organization Declaration on Fundamental Principles and Rights at Work](#)

https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_467653.pdf

7. [Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal](#)

https://www.bmuv.de/fileadmin/Daten_BMU/Download_PDF/Abfallwirtschaft/basler_uebereinkommen.pdf

8. [OECD Guidelines](#)

<https://www.oecd.org/daf/inv/mne/48004323.pdf>

9. [Whistleblower Platform](#)

<https://app.whistle-report.com/report/80fa94f4-0e46-4078-b550-6a3228cd3cdb>