

Code of Conduct for the Client's Contractors

(does not apply to purchase agreements)

The Client and the Contractor agree on the following rules governing their extended cooperation:

- The Contractor shall deploy only individuals at the Client's premises who are subject to social security contributions and for whom all social security contributions and income tax are duly paid.
- The engagement of subcontractors must be notified to the Client's Procurement Department before work commences and must be approved in writing by the Client's Procurement Department.
- The Client and the Contractor shall notify each other of any potential violations of statutory provisions, particularly with regard to the Temporary Employment Act (*Arbeitnehmerüberlassungsgesetz*) and the Social Security Act (e.g., §7(4) SGB IV), in order to promptly address any questions that may arise.
- Furthermore, the Contractor shall notify the Client without undue delay of any work-related accidents that occur on the Client's premises.
- The Contractor shall inform the Client prior to the assignment if individuals are to be deployed, who were previously employed by the Client in positions subject to social security contributions. Such individuals may only be deployed with the Client's prior consent.
- The Contractor shall notify the Client without undue delay of any changes to its corporate structure, in particular if the number of employees subject to social security contributions falls below three.
- Where services are billed based on daily or hourly rates, the Service Provider shall record its service data in the system provided by the Client.
- The cooperation between the contracting parties shall always be respectful and constructive.