

Code of Conduct

Code of Conduct of
Studio Hamburg Group

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1. FOREWORD

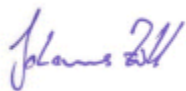
The guiding values of the Studio Hamburg Group's corporate culture are professionalism and credibility, transparency and integrity, fairness in dealing with each other and with contractual partners, a willingness to accept open criticism, mutual appreciation and teamwork. Respecting these values creates trust:

Trust in our products and services, trust in the future orientation and performance of our Studio Hamburg Group and trust in all those who work on them.

Our Code of Conduct is an expression of our shared values and basic principles. Even if the Code of Conduct does not offer a solution for every situation, it still contains important information and guidelines for all employees to act in accordance with the rules, with integrity and ethically correct.

Specific rules and regulations for individual situations and circumstances in the professional environment are formulated in corresponding business instructions and internal company-specific guidelines. These instructions and guidelines are fully valid and binding for all employees of the Studio Hamburg Group.

Our Code of Conduct is a guideline for the daily behavior of all employees, business partners, customers and suppliers. We are committed to creating a respectful, productive and safe working environment while maintaining the highest quality standards



Johannes Züll

CENTRAL PRINCIPLES

Honesty and openness are the cornerstones of our actions. We communicate transparently and always act in the interests of the company and our customers. Our behavior and our work should meet our professional standards and reflect the values of the company.

We promote a culture of respect and inclusion and value the diversity of our employees and all those with whom we have daily contact.

Compliance with all applicable laws and regulations is a matter of course for us. This is the only way to ensure our business success. It goes without saying that this obligation also applies to all existing company policies and guidelines.



charta der vielfalt

Für Diversity in der Arbeitswelt

We are supporters of the Diversity Charter and are committed to an appreciative and unprejudiced working environment.

2. OUR RESPONSIBILITY

Our formulated values and principles mean that we act responsibly. Misconduct and violations of these rules can severely damage the reputation of our company and also cause considerable economic damage. Infringements are therefore not tolerated and appropriate measures are taken in the event of violations.

Promoting the community is particularly important to us. We underline our social commitment in the form of donations and memberships and welcome any voluntary work by our employees.

2.1. HUMAN RIGHTS AND SUPPLY CHAIN

Tolerance towards those who think differently and a commitment to the principles of democracy and the rule of law are the basis of our work - not only towards our employees, but always and everywhere.

The Studio Hamburg Group is committed to respecting internationally recognized human rights in accordance with the UN Guiding Principles on Business and Human Rights. We therefore do not tolerate any human rights violations, in particular child labor, forced labor, slavery or human trafficking, and condemn any degrading treatment of people or inhumane working conditions. It is very important to us that these principles are observed and complied with both within our own group of companies and along the supply chain.

2.2. FAIR AND HEALTHY WORK ENVIRONMENT

We adhere to the regulations to ensure fair working conditions, including those on remuneration, working hours and the protection of privacy.

It is the Studio Hamburg Group's task to create the necessary conditions for the best possible occupational health and safety for all employees. Irrespective of ethical, social and legal obligations, safe working conditions are also necessary for economic reasons to make optimum use of available resources.

2.3. EQUAL TREATMENT

A culture of equal opportunities, mutual trust and mutual respect is of great importance to us. We promote equal opportunities and prevent discrimination. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religion or ideology.

2.4. ENVIRONMENT PROTECTION

Environmental protection is an important corporate goal as part of our Group's sustainable orientation; we want to make a significant and sustainable contribution to reducing the burden on the environment. This endeavor to protect the environment is an obligation for our Group towards our customers, our employees and society.

For us, corporate environmental protection means taking a holistic view of operational processes, analyzing and improving them. Only by treating the environment with care in the production and provision of our services can we reduce our impact on the environment.

In order to live up to our ecological responsibility, we promote energy efficiency measures and the use of renewable energies and protect biodiversity through the careful use of resources.

Compliance with legal and regulatory requirements is just as much a part of our binding obligations as observing environmental due diligence.

OUR MISSION

We are a local environmental partner of the City of Hamburg and have been certified with our environmental management system by ÖKOPROFIT since 2023.



Green production and compliance with set ecological standards are a key pillar of our production activities.



DEALING WITH POLITICAL INSTITUTIONS AND AUTHORITIES

Business relationships with government agencies are often subject to particularly strict requirements.

When dealing with governments and authorities, we always act honestly and transparently and in accordance with applicable law and our internal guidelines.

We do not grant any gifts in kind to public officials, limit invitations from public officials to low-value hospitality and consider the consultation and approval requirements in advance



3. BUSINESS PARTNERS AND THIRD PARTIES

Our business partners expect that they can rely on us as a legally compliant company. This also requires us to be familiar with our contractual obligations towards our business partners.

We make our purchasing decisions fairly and with integrity based on objective criteria such as quality, price, service, reliability, availability, technical performance, contract fulfillment, resource and energy efficiency and environmental compatibility.

We take appropriate measures to ensure that transactions with third parties do not violate applicable economic embargoes, sanctions list, trade, import and export control regulations or regulations to combat the financing of terrorism.

We meet our obligations to prevent money laundering and minimize the general risk of money laundering through careful checks of third parties.

3.1. PROTECTION AGAINST CORRUPTION

Any form of corruption is incompatible with our guiding values. Preventing corruption is therefore an essential task for all employees of the Studio Hamburg Group.

The Studio Hamburg Group will not tolerate attempts at corruption by third parties or active or even merely supportive corrupt behavior under any circumstances.

3.2. FAIR COMPETITION

Anti-competitive contacts between companies that could distort the normal interplay of competitive forces, regardless of their respective form, are prohibited. This includes, for example, measures for price fixing, market allocation or customer allocation, which may take place through bid rigging or in other ways. We immediately put a stop to any infringements.

4. CONTENT AND INFORMATION

Information security and data protection are of great importance to the Studio Hamburg Group - they are the basis of our business. To protect confidentiality, integrity and availability of data in our IT systems, we use state-of-the-art security measures.

4.1. CONFIDENTIALITY

Business secrets are treated confidentially by us. Disclosure of confidential information to third parties or making it publicly available is prohibited.

When using our information technology (IT) daily, we expect our employees to protect the computer system and the IT network.

Everyone is required to be careful with user data, passwords, files, e-mail attachments, etc. to avoid damage from inside or outside the company.

4.2. DATA PROTECTION

We always handle the data of our business partners, customers and employees responsibly and comply with the applicable data protection laws and regulations.

Any processing of personal data requires that there is a legal basis for the processing. We also use technical measures to protect personal data, particularly against loss, unauthorized access and unauthorized disclosure. The aim is always to protect the rights of data subjects. Disclosure to third parties or making it publicly available is prohibited.



DATA – A GREAT ASSET

In times of rapidly developing digitalization, data protection and data security are of existential importance.

At Studio Hamburg, the protection of data and operational systems has the highest priority.



WHISTLEBLOWER PORTAL

We strive to maintain the highest standards of legality, ethics and integrity in our organization.

We believe in the importance of transparency and openness to ensure that our organization meets the expectations of our customers, employees and society.

If we become aware of or suspect any criminal or finable violations of applicable law, unethical behavior or other irregularities within our organization, we encourage everyone to report this confidentially or anonymously.

This information helps us to improve our business practices and ensure that we meet our obligations.

5. ADDRESS CONCERNS AND REPORT VIOLATIONS

Concerns about workplace behavior can often be resolved through constructive dialogue among those affected or with local contacts. However, for certain issues - particularly those involving illegal business practices - it may be better to raise them confidentially outside the local work environment.

Employees who report actual or suspected misconduct in good faith must not suffer any disadvantages as a result ("open discussion"). When dealing with reports, the rights of all those affected are safeguarded and attention is paid to fairness, appropriateness, confidentiality and a transparent procedure when deciding on disciplinary measures.

If employees become aware of violations subject to criminal penalties or fines, violations of applicable law, unethical behavior or other irregularities within the Studio Hamburg Group, they can report this confidentially or anonymously. To ensure the confidentiality or anonymity of each report, the reporting system set up for this purpose can be used.

The report will be processed by external lawyers in compliance with the legal requirements and deadlines under the Whistleblower Protection Act (HinSchG).



5. FURTHER INFORMATION

This Code of Conduct cannot answer all questions that may arise in relation to our actions. The general regulations are therefore further specified in the Group's own applicable agreements and instructions.

In addition, we refer to our declaration of principles pursuant to Section 6 (2) LkSG on our website: [Home | Studio Hamburg](#)

