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Human Rights Policy

Date: August 10, 2021

From: Board of Directors of DO & CO AG

To: Management

DO & CO, a family-run first-generation business, incorporates its beliefs and core values into all business activities by adopting a quality-driven, people-led approach around three core principles **responsibility, gratitude and equality**.

Responsibility encourages us to do business in a sustainable way to ensure our future generations will have access to the same resources. We see an opportunity to positively influence our surroundings and handle resources more efficiently through responsible business practices and compliance with applicable laws.

Gratitude helps us to develop our principle of responsibility coherently. DO & CO asks that all its employees consider the wider impact of their actions, whether it is their impact on people or the environment, in an appreciative manner which minimizes wastefulness. This thoughtful approach is applied throughout all aspects of our value chain with the aim to maximize the positive impact we exhibit on our surroundings.

Equality drives our culture of innovation and passion, where we celebrate and include all our people. DO & CO embraces the diversity of its workforce as one of the aspects that contributes to a positive and engaging working environment.

These principles are not only a guideline for our desired way of conduct, but they have truly become the ethos of the company. We thoroughly share the belief, that our ethical outlook is at the foundation of our accomplishments and helps our stakeholders reach their fullest potential.

DO & CO bases its principles of human rights on its belief that good corporate citizenship is essential to our long-term business success and must not only be reflected in our relationships and actions in the marketplace, but also across the workplace, the environment and the communities in which we operate. The following guidelines should serve as an indicator of how DO & CO operates. We want workers to know what we expect of suppliers and their facilities on topics like wages and hours, safety, fair treatment, and forced labour – as well as how to report issues of concern



At DO & CO, we support fair employment practices consistent with our commitment to human rights in our workplace. We seek to:

1. Establish a strong and direct relationship with our employees through open and honest communications.

To ensure that any employee can engage in open and honest conversation we created an internal calendar that enables all employees to schedule a meeting with an HR representative to discuss any potential worries. Furthermore, all available job postings should be published on the internal intranet website a week prior to external publishing to encourage ongoing career development.

2. Treat our employees with fairness, dignity, and respect.

We commit to sustainably create job opportunities in a work environment free of discrimination and harassment.

3. Abide by applicable local labour laws, including those that address working hours, compensation, discrimination, and third party representation.

Wages and salaries comply with national legal requirements and are independent on race, sex, skin colour, origin, religion or sexual orientation. Furthermore, all employees receive the right to be represented by a third representation, such as a trade union.

4. Value diversity

The application process is handled independent of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. As such all applicants receive the same opportunity.

5. Hold each other accountable for performance at the highest levels.

The unit heads carry the responsibility to ensure that their co-workers are treated according to this policy and have the duty to react on any mismatches.

6. Reward our employees commensurate with performance.

All employees will have an annual review of their work performance with their superior to discuss potential improvements, during which the superior might suggest potential responsibility increases where applicable.

7. Provide opportunities for employees to develop personally and professionally.

Employees will find proposed online resources for personal development on the intranet to access during their leisure time. Furthermore, all employees have the opportunity to independently research appropriate development programs and to propose their participation to their superior.

8. Ensure, with our employees, the safety of the workplace.

Local department or site managers pay particular attention to their employees regarding their well-being to ensure that they do not suffer any health consequences due to shift and night work, injuries caused by non-compliance with safety regulations as well as exhaustion caused by employees being overburdened with work. This is documented by a periodical report offering a status update to the HR team.



We expect our suppliers to fully comply with our purchasing conditions, as well as applicable laws and principles in the countries in which they operate. At a minimum, suppliers to DO & CO will be required to meet the following standards with respect to their operations as a whole:

Laws and Regulations - Supplier will comply with all applicable laws, rules, regulations and requirements in the manufacture and distribution of products and supplies and in providing services to DO & CO.

Child Labour - Supplier will not use child labour as defined by local law.

Slavery, Forced Labour and Human Trafficking - Supplier will not hold any person in slavery or servitude and will not use forced, bonded or compulsory labour or engage in any form of human trafficking. Supplier will not impose to workers any fees to secure their employment or placement, or to compensate any cost whatsoever Supplier incurred in the recruitment process.

Abuse of Labour - Supplier will not abuse labour, physically or otherwise.

Third Parties - Supplier will respect employees' rights to choose whether to be represented by third parties and to bargain collectively in accordance with applicable laws.

Wages and Benefits - Wages and benefits will comply with applicable laws.

Working Hours & Overtime - Working hours and overtime will comply with applicable laws.

Health and Safety - Working conditions will comply with applicable laws.

Environment - Supplier will comply with applicable environmental laws.

Conflicts of Interest – DO &CO employees and our suppliers should avoid situations where a conflict of interest may occur.

Business and Financial Records - Supplier will comply with all applicable laws concerning financial recordkeeping and reporting.

Bribery - Supplier will comply with all applicable anti-bribery laws and will not use bribes or fraudulent practices.

Protecting Information and Personal Data - Supplier will safeguard DO & CO's and other third-party non-public information disclosed to supplier. Supplier will comply with applicable Data Protection laws including EU GDPR.



Responsibilities:

Green team: the green team ensures that the policy is always up to date and reflects fully on all stakeholder inquiries regarding external communications. The policy is therefore reviewed on an annual basis and cross-checked with the other responsibility holders to inform them of any changes that might have occurred.

HR team: the team ensures that all job postings are posted on the intranet a week prior to external publication. Furthermore, it ensures that the appointment calendar for employee appointments is maintained. It also engages in dialogue with external partners to provide employees with career advancements and personal development support.

Legal department: In case of substantial legislative changes that would require the adaptation of the policy, the legal team will inform the Green team of the necessary amendments.

Site managers: All Site managers are responsible for the creation of an annual report reflecting on the well-being of their co-workers.

Managers: All employees that have a managerial position over other employees are responsible for ensuring that their co-workers receive the right amount of responsibility and have the chance to develop their professional knowledge and skillsets where appropriate.