

## CODE OF CONDUCT

The HERKA Code of Conduct also includes the **social criteria according to GOTS (Global Organic Textile Standard)**.

All criteria also correspond to the legal situation of our production site in Austria. Furthermore, Austria is a member of the International Labor Organization (ILO) and has ratified the **ILO criteria** since 1948:

HERKA hereby confirms compliance with the following principles. These criteria apply to all HERKA departments and all employees.

We also expect all our business partners to respect and apply these fundamental rights for their employees, which are an important prerequisite for doing business with HERKA. Our business partners should demand the same from their partners, suppliers and subcontractors.

### Forced labor

Employment is freely chosen. Business partners shall not use forced labor, bonded labor, indentured labor, forced labor or involuntary prison labor. The employer can be left after a reasonable notice period.

### Child labor

No child labor may be used. Business partners shall not employ children under the age of 15 (or 14 if permitted by national law in accordance with the ILO) or under the minimum age for completing compulsory education. Children and young people under the age of 18 may not be employed at night or in hazardous conditions.

### Discrimination

All employees are treated equally and have access to equal opportunities, with cultural characteristics being adequately taken into account. There is no form of discrimination, e.g. with regard to recruitment, remuneration, access to training, promotion, dismissal or retirement on the basis of ethnic or national origin, religion, age, gender, marital status, sexual orientation, trade union membership or political orientation, social background.

### Fair treatment

Employees shall be treated with respect and dignity. Business partners shall provide a workplace free from physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

### Working hours

Working hours shall comply with national laws or industry standards, whichever is more protective. Business partners shall ensure that the normal working week does not exceed 48 hours, unless workers voluntarily choose to work overtime (maximum 12 hours/week). Employees are entitled to at least one day off in every 7-day period.

### Wages

Wages are paid on the basis of a written contract in accordance with the respective national labor market, which provides for at least the statutory wage or the wage customary in the industry, whichever is higher. Employees must receive a supplement for overtime that corresponds to the statutory or industry standards, whichever is higher.

### Freedom of association and collective bargaining

Employees have the right to join or form trade unions of their choice and to bargain collectively. Business partners may not discriminate against employees who act as employee representatives.

#### Health and safety

A safe and hygienic working environment shall be created. Business partners shall provide health and safety measures in the workplace to prevent accidents and injuries. Employees shall have access to clean and adequate sanitary facilities and drinking water. Accommodation, where provided, must be clean and safe and meet the basic needs of workers.

Vulnerable workers, such as young people, expectant mothers or the disabled, are given special protection. Suitable personal protective equipment (e.g. safety shoes, noise protection) must be provided and it must be ensured that it is used when necessary. Suitable measures must be taken to prevent accidents and to minimize sources of danger as far as reasonably practicable. Safety data sheets must be kept for all chemical substances used and the substances must be adequately stored.

The company must ensure that all machinery is safe and protected against foreseeable accidents. All employees receive regular health and safety training.

#### Working environment

HERKA is committed to creating a work environment that is free from harassment, bullying and violence. Sexual harassment, sexual violence and gender-based violence are prohibited in the workplace. Any form of gender-based violence that causes or is likely to cause physical, sexual or psychological harm or suffering, including threats, coercion or deprivation of liberty, is prohibited. Physical abuse or punishment or the threat thereof is prohibited. Employees must be treated with respect and dignity. Human rights must be respected and protected. The employer has a committed policy on this.

HERKA has an internal complaints management system: In the event of problems, employees can contact the head of department directly. In addition, the internal point of contact for complaints is the person responsible for complaints management. There are also 2 complaints boxes available in the company, which are emptied regularly.

HERKA also has an external complaints management system: External occupational physician and external safety specialist. Both are in the company 5 to 6 times a year, hold anonymous consultation hours and always make a tour of the company during which discussions can be held. The company management recommends the confidential reporting of abuse or rough treatment. The above complaints procedures and responsible persons are posted in the time recording systems and are made available at the start of an employment relationship.

These principles are trained on an ongoing basis, including through the annual EMAS training with an occupational physician, external safety expert and management, which is mandatory for all employees.

The management confirms compliance with the above criteria

Thomas Pfeiffer

Management HERKA GmbH

*Handwritten signature*  
17. 5. 2024