Code of Conduct

KARLKNAUER
Impressively different

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Foreword

This Code of Conduct serves as a guide for our behaviour in the workplace. It describes the values and principles to which we are committed and supports us in making decisions responsibly, transparently and in line with our shared standards.

We expect all employees, as well as all persons acting on our behalf, to respect and actively uphold these principles. Only together can we create a working environment characterised by integrity, appreciation, diversity and mutual trust.

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Respectful Conduct (Communication, Teamwork, Honesty)

We promote a corporate culture characterised by respect, openness and trust. All employees are committed to communicating in a respectful and professional manner and to working together constructively. Honesty, transparency and integrity form the basis of our actions – both internally and in our dealings with customers, partners and other stakeholders.

Commitment through the Code of Conduct
Our expectations regarding respectful communication, collaboration and integrity are set out in the Code of Conduct and apply to all employees and managers.

Role Model Function of Managers
Managers are obliged to actively exemplify the defined values and to foster an open, respectful and trustworthy working environment.

Feedback and Dialogue Culture
Established feedback discussions and exchange formats encourage a culture in which opinions can be expressed openly and discussed respectfully.

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Handling Conflicts and Violations

We create a working environment in which conflicts can be addressed openly and fairly. Employees have the opportunity to report violations of policies or laws confidentially and without fear of reprisals. All reports are taken seriously, carefully reviewed and handled appropriately. Appropriate and proportionate measures are taken in the event of confirmed violations.

Established Reporting Channels
We provide our employees with clearly defined and accessible reporting channels (e.g. supervisors, P&C, whistleblowing system) through which conflicts and violations can be reported confidentially.

Confidentiality and Protection against Reprisals
Reports are treated confidentially. Whistleblowers are protected against discrimination and reprisals.

Clear Procedures
Our handling of reports follows a structured and documented process that regulates the review, assessment and processing of reports.

Support in Conflict Resolution
Conflicts are reviewed objectively and carefully, involving suitable specialist departments where necessary (e.g. P&C or Compliance).

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Compliance with Human Rights

We are committed to respecting internationally recognised human rights and align our actions with the relevant standards (e.g. the UN Guiding Principles on Business and Human Rights).

No Discrimination
We do not tolerate any form of discrimination or harassment based on gender, age, ethnic origin, religion, sexual orientation, disability or any other protected characteristic. Diversity and equal opportunities are actively promoted.

No Child Labour
We strictly reject child labour and comply with all applicable legal minimum age requirements. This applies both to our own operations and to our supply chain.

No Forced or Compulsory Labour
Any form of forced labour, modern slavery or involuntary employment is prohibited. Employment relationships are always based on free choice and fair conditions.

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Working Conditions and Occupational Health & Safety

The safety and health of our employees are our highest priority. Our commitment goes beyond merely complying with legal requirements: we pursue a systematic and preventive approach to the continuous improvement of occupational health and safety.

To this end, we have established a structured occupational safety organisation, which includes, among other things, a health and safety specialist, a fire safety officer and safety representatives in the respective departments. They actively support the identification, assessment and minimisation of risks, as well as the implementation of appropriate protective measures.

Our approach is aligned with recognised standards, such as those described in ISO 45001. This includes in particular:

- **Systematic risk assessments** and regular reviews of workplaces and processes
- **Preventive action planning** to avoid accidents and health-related hazards
- **Continuous improvement** through regular evaluation of incidents, near misses and key performance indicators
- **Involvement of employees**, e.g. through safety representatives
- **Regular training and awareness-raising** on health and safety-related topics

We actively promote a safety culture in which risks can be addressed openly and opportunities for improvement are continuously utilised. Our aim is to ensure a safe and healthy working environment in a sustainable manner.

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Fair Working Conditions and Remuneration

We are committed to fair working conditions, including appropriate remuneration, transparent working hours and compliance with all labour law regulations. Overtime is only carried out within the legally permissible framework.

We promote an open and constructive dialogue between employees and company management. An established works council represents the interests of the workforce and maintains regular communication with management in order to jointly shape working conditions, social matters and operational developments.

In addition, we follow applicable collective agreements and industry standards to ensure fair and competitive working conditions as well as appropriate remuneration.

Structured Remuneration Systems
Our remuneration structures are based on clearly defined criteria (e.g. qualifications, responsibility and experience) and ensure fair and transparent pay.

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Diversity, Equality and Inclusion

We actively promote a diverse and inclusive working environment in which all employees have equal opportunities for development and growth. Decisions are made on the basis of qualifications and performance.

Creating an Inclusive Working Environment
We design our working conditions in such a way that all employees can actively participate in working life, regardless of their individual circumstances.

Accessible Design of Workplaces and Processes
Workplaces, work equipment and internal processes are designed to be as accessible as possible in order to meet different needs.

Consideration of Individual Needs
Within the scope of our operational possibilities, we provide flexible solutions to accommodate individual requirements (e.g. health-related limitations or personal life circumstances).

Raising Awareness for Inclusion in Everyday Working Life
Employees and managers receive regular awareness training on inclusive collaboration, respectful interaction and the reduction of prejudice.

Active Promotion of an Inclusive Team Culture
We promote a working culture in which all employees can contribute, be heard and feel valued – regardless of their role or background.

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Corruption Prevention and Handling of Gifts

Integrity and transparency are fundamental principles of our business conduct. We pursue a zero-tolerance policy towards corruption, bribery and undue advantages.

Employees may not offer, promise or accept personal benefits in connection with their professional activities if these are intended to influence business decisions improperly or create even the appearance of such influence. This applies in particular to gifts, invitations or other benefits.

As a matter of principle, gifts and hospitality must not exceed a reasonable and customary scope. Exceptions are only permitted if they are handled transparently. Internal guidelines define clear limits and framework conditions for acceptable conduct, for example regarding gifts, which are communicated to all employees. In this way, we ensure that personal benefits are excluded and business decisions remain objective.

To prevent corruption, internal controls and responsible departments are established. In addition, employees receive regular training on corruption prevention and are able to report potential violations confidentially. Suspected cases are consistently reviewed and appropriate measures are taken where necessary.

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Environmental Responsibility

We strive to use resources as responsibly as possible and to avoid risks to people and the environment.

Contribution to Environmental and Climate Protection
We actively contribute to climate protection by recording, monitoring and continuously reducing our greenhouse gas emissions. To achieve this, we rely on environmentally friendly technologies, promote the use of renewable energy and develop measures to reduce our CO_2 footprint throughout the entire value chain.

Reduction of Resource and Energy Consumption
We continuously work to minimise our consumption of energy, water and raw materials. We achieve this through:

- the use of energy-efficient technologies
- the optimisation of production and operational processes
- the use of renewable energy
- regular measurement and evaluation of consumption data

We define specific reduction targets and regularly review progress towards achieving them.

Protection of Quality of Life
We ensure that our activities do not have any negative impact on the health and quality of life of employees, local residents and other stakeholders. Noise, air pollution and other environmental impacts are actively minimised, and we promote safe and healthy working and living conditions.

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Environmental Responsibility

Responsible Waste and Resource Management
In all our operational decisions and actions, we follow the principle of "avoidance before recovery before disposal". This means:

- avoiding waste as far as possible
- conserving resources and energy
- disposing of waste in accordance with legal requirements

Avoidance of Environmental Pollution
The handling of hazardous chemicals is limited to the necessary minimum. We comply with all relevant regulations and implement the following measures to ensure compliance:

- provision of and access to current safety data sheets
- regular training, handling instructions and labelling
- instruction of employees in environmental and hazardous substance protection

Use of Sustainable and Responsible Raw Materials and Products
We prefer environmentally friendly sourcing of raw materials and materials and ensure that these originate from environmentally and socially responsible sources wherever possible. This is particularly important for wood and paper products, where we place special emphasis on sustainability and resource-efficient origin.

A significant component of our environmental policy is the use of FSC®-certified and other sustainably managed materials. By using responsibly sourced FSC®-certified and other sustainably produced raw materials, we support the sustainable management, protection and preservation of forests as well as responsible forestry worldwide. In this way, we contribute to preserving biodiversity, mitigating the effects of climate change and safeguarding the livelihoods of people who depend on forests.

In addition, we carefully review our supply chains in order to minimise risks associated with illegal logging or unsustainable sourcing. We also expect our suppliers to comply with the relevant standards and promote transparency as well as continuous improvements in procurement practices.

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Environmental Responsibility

Consideration of the Product End-of-Life (Folding Cartons)
We take the entire life cycle of our folding cartons into account already during their development and production – including the phase after use. Our aim is to design packaging solutions in such a way that they can be recycled as resource-efficiently as possible at the end of their life cycle.

We prefer to design folding cartons so that they are recyclable and can be easily integrated into existing waste management systems. In doing so, we pay particular attention to the use of suitable materials, the reduction of composite materials, and environmentally compatible printing and further processing.

We promote the use of recyclable and, where possible, already recycled materials in order to close the material cycle and reduce the demand for virgin raw materials. At the same time, we continuously work on optimising material usage and packaging weight without compromising functionality or product safety.

In addition, we inform our customers about environmentally responsible disposal and recycling options and support them in selecting sustainable packaging solutions.

Mono-material packaging made from the most uniform materials possible is preferred.

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Consideration of the Product End-of-Life

We take responsibility throughout our entire supply chain and expect our suppliers and business partners to comply with social, ethical and environmental standards.

We require our largest and most risk-relevant suppliers to sign our Code of Conduct and thereby commit to its principles.

In addition, we follow a systematic approach to ensure compliance with these requirements:

- **Risk-based Selection and Evaluation:** Suppliers are assessed and regularly reviewed on the basis of defined sustainability criteria.
- **Monitoring and Audits:** In cases of increased risk, we reserve the right to request audits or self-assessments (e.g. questionnaires).
- **Training and Awareness-Raising:** We support our suppliers in implementing our requirements through information materials or training sessions.
- **Measures in the Event of Violations:** In the event of non-compliance, we expect appropriate corrective actions to be implemented. In cases of serious or repeated violations, we reserve the right to terminate the business relationship.

We strive for long-term cooperation with partners who share our values and actively contribute to sustainable development.

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01-00469 / 31.01.2026

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