

# Working Conditions & Human Rights Policy

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## 1. General Principles

All managers, employees and business partners are expected to comply with applicable laws and other relevant regulations in Germany and abroad in all company-related decisions and actions. In the context of this document, particular attention is paid to human rights and working conditions.

Human rights are generally considered to be those rights that come into force simply by virtue of being human. They serve to uphold the dignity of every human being and are independent of nationality, origin, gender, skin color or other status.

Management and executives honor these rights of all employees and treat them with the appropriate high level of respect. Maintaining the social integrity of our company and an excellent work environment are recognized by faytech as an essential component of sustainable business success.

### 1.1. Principles

faytech AG complies with all applicable laws and regulations and other relevant provisions in Germany and abroad. The company rejects any kind of corruption, forced labor, child labor or discrimination based on race, nationality, gender, sexual orientation, religion, political orientation, impairment, or age. The management, each manager and each individual employee is responsible for

- Comply with laws, regulations, and faytech's internal policies, including core ethical values.
- Know faytech's values, policies, management system and common business practices in the respective area of responsibility and apply them diligently to the best of their abilities.
- Comply with occupational safety and environmental laws, policies, and regulations.
- Work as part of a team and contribute to the best of their ability to achieve common goals.
- Contribute to a working environment in which trust, appreciation, commitment, and respect are fostered.
- To always act in good faith, responsibly, with reasonable care and competence, and without misrepresenting facts.
- To act objectively, but without subordinating personal judgment.
- To protect the assets, corporate goods (tangible or intangible) and resources of the companies and to promote their efficient use, as well as to take appropriate organizational precautions that exclude any liability on the part of faytech AG.
- No employee may make inappropriate use of the assets and resources of faytech AG or make them available to third parties.

## 1.2. Communication

The information we submit, in particular to the authorities or the public in Germany and abroad, must be complete, fair, accurate, objective, timely and understandable in all material respects. In implementing this, we undertake to proceed within the framework of the laws and regulations applicable to the companies in question. Communication is based on the following principles:

- We communicate openly, transparently and proactively.
- As a matter of principle, we do not disclose information about matters concerning individual employees, about competitors or about ongoing investigations.

## 1.3. Data Protection

To guarantee the protection of personal data, faytech AG undertakes to comply with the regulations on data protection when handling personal data and, in particular, to observe the principles of transparency, admissibility, quality guarantee, and accuracy of the data. Furthermore, faytech undertakes not to disclose personal data to third parties without the consent of the persons concerned. faytech is committed to protecting the privacy of all those who come into contact with the company. Information in this regard cannot be disclosed or disseminated to third parties without the consent of the persons concerned. In addition, the company undertakes to comply with the legal provisions on data protection.

## 2. Human Rights and Working Conditions

In accordance with national and international regulations, faytech AG perceives human rights as inviolable and manages working conditions accordingly, so that no impairment of human dignity is to be expected at the workplace. The company's employees are considered equal regardless of any attributes, which is presented in the following subchapters.

### 2.1. Working Hours and Time

The hours to be worked are agreed upon together with the employee during the hiring process and in any case comply with the Working Hours Act. Seasonal peaks in work may require that the number of hours worked be increased. These additional working hours on a voluntary basis are either remunerated to the employee or he/she is given the opportunity to compensate for them in a timely manner, after the order volume has been reduced, by means of compensatory time. Flexible working hours to support a balance between work and private life are in place across all departments. Sufficient rest time for regeneration between workdays is ensured via core working hours. In addition, weekends are generally considered non-working time, but can still be used to reduce high order volumes at the express request of the employee. This additional working time on days off is recorded and remunerated as overtime. Break times during work are defined in the company depending on the department and employees are encouraged to take them.

## **2.2. Occupational Safety**

Occupational safety is ensured at faytech by means of internal training and advanced training. For this purpose, faytech AG has developed an independent guideline. To cope with acute situations, emergency plans are defined in the company and fire protection officers and first aiders are trained.

## **2.3. Wages and Benefits**

The wage and salary structure at faytech is adapted to the qualification and experience of the employees. All salaries exceed the legal minimum wage.

Other notable attributes are the regulations regarding employee absences. The legal minimum entitlement of the number of vacation days is exceeded with 30 days for each employee. In addition, special leave days are granted by the employer due to weighty events (for example, relocation and deaths in the immediate circle). Sick leave is fully compensated by the company for up to six weeks. Suppliers are encouraged to consider appropriate wage and social benefits.

## **2.4. Forced Labor**

In the company, any form of forced labor is prevented through transparent communication of the activities expected by the employer. As early as the planning stage, the activities of the position to be filled are defined in a job profile and the resulting requirements are published in the advertisement. In this process, possible psychological factors resulting from under-, or overstraining are considered, and the scope of duties is adapted accordingly to the required level of education and skills of a potential, future employee. In the course of the interviews, these are presented to the applicant by the department heads who are present at the appointment. Thus, it is up to the employee to evaluate a position with the associated activities for personal suitability and ultimately agree.

In the course of the employment relationship, the employee is free to refer to his employment contract and the scope of activities defined in it. In this case, the human resources department decides whether a claimed activity is incompatible with the contract.

In the supply chain, the elimination of forced labor at suppliers is supported by the Quality Assurance Agreement and the document.

## **2.5. Freedom of Association**

The general freedom of association according to the German Basic Law means internally that employees are authorized to join together peacefully for common, work-related purposes. In doing so, the result of such association shall be in accordance with the labor and business-related situation of faytech AG. Results of such associations can be passed on to the management within the framework of the continuous improvement process and can be rewarded monetarily if implemented.

## 2.6. Child Labor and Young Workers

The employment ban on children applies throughout the company. The only exceptions are trainees who have not yet reached the statutory minimum age of 18 when they join the company.

In accordance with the International Labor Organization Convention, special regulations apply to them, prohibiting shift work, night work and overtime in the company. Furthermore, clearly defined working hours set at eight hours a day apply to this group. School attendance associated with the training is guaranteed in all cases.

Responsibility for trainees is clearly defined and sufficient competence confirmed by training certificates held by these persons. In any case, the responsibility includes protecting the young workers from activities and working conditions that are harmful to their health, physical and mental development, and general safety.

## 2.7. Harassment

Inhumane treatment, such as physical abuse or sexual harassment and abuse are subject to a zero-tolerance strategy in the company. All conspicuous acts, even the threat of harassment, are punished in every case up to and including summary dismissal. This also includes insults, psychological and physical coercion, and any form of corporal punishment.

## 2.8. Anti-Discrimination

The zero-tolerance strategy also applies to discrimination against employees based on their skin color, religion, gender, sexual orientation, ethnic or social origin, race, skin color, language, age, and social status.

Equal treatment of all persons in the company is a prerequisite.

*\* For reasons of better readability, the simultaneous use of the language forms male, female and diverse (m/f/d) in the text is waived.*

*All references to persons apply equally to all genders.*