

# Supplier Code of Conduct

June 2023

Auto Scout24

# 1. Preamble

As Europe's trusted online car market, we at AutoScout24 are ambitious to offer an ecosystem that inspires and empowers our customers' decisions. We understand that today's choices shape our tomorrow – that's why we as a company are fully committed to operate in a socially, ethically and environmentally responsible manner. Only in this way we are able to succeed in our overall mission: We spark connection to move the world.

As the principles of fair and transparent business conduct are profoundly integrated into our strategy and company culture, we expect the same from all our suppliers. We therefore select and evaluate our supply partners beyond the basis of economic criteria: we look closely at compliance with applicable laws as well as adherence to internationally recognized environmental, social and governance standards. In order to contribute to these efforts in the spirit of an integrated approach, we define minimum sustainability standards within this code of conduct for suppliers ("Supplier Code of Conduct") for doing business with any company of the AutoScout24 Group.



## 2. Requirements for Suppliers

### 2.1 Social responsibility

We are strictly committed to upholding the human rights of all workers, treating them with respect and dignity as well as ensuring safe working conditions.



#### Child Labor

Child labor is not tolerated and any form of it must be prevented. Suppliers shall adhere to the internationally recommended minimum working age being the age of completion of compulsory school, but in no case lower than 15 years. Employees under the age of 18 shall not perform work that is likely to harm their physical and mental health or safety, and their rights shall be protected with special protective provisions. Suppliers may use legitimate, well managed apprenticeship programs, such as internships.

#### Wages

Wages for regular working hours and overtime that, as a minimum, comply with applicable law, regulations and collective bargaining agreements, must always be provided and paid. Additionally, all legally mandated benefits are to be provided to employees. Employee wages may be deducted only if and to the extent prescribed by applicable law. The Supplier must ensure that employees receive clear, detailed and regular written information about their employment terms and conditions, including composition of their pay and potential benefits.

#### Forced Labor

Any form of forced or slave labor shall be prohibited. All work must be done voluntary, and employees must be free to terminate the work or the employment relationship at any time. Furthermore, no worker may be subjected to unacceptable treatment such as restricting the employee's freedom to move on working facilities, psychological cruelty, sexual or other personal harassment.

#### Working Hours

Working and resting hours as well as relevant leave regulations must always respect and comply with the applicable laws and industry standards. All overtime work by the Supplier's employees shall be on a voluntary basis.

## Freedom of Association

All employees shall be permitted to lawfully form and freely join labor unions, bargain collectively, seek representation and join worker's councils in accordance with local law and international conventions. In cases in which local laws set restrictions on freedom of association and collective bargaining, Supplier shall enable their employees to openly communicate and be favorably disposed towards alternative possibilities of employee representation, association and bargaining.

## Non-Discrimination and Fair Treatment

Any person operating with the Supplier is to be treated with dignity and respect. Discrimination in any form, for example – but not limited to – on the basis of sex, gender identity or expression, race or ethnicity, age, disability, religion or sexual orientation, is strictly prohibited. The Supplier shall not tolerate humiliating or physical punishment or allow any employee to be subject to verbal, psychological, physical or sexual harassment or abuse. The personal privacy and rights of every individual shall be respected.



## Health Protection and Occupational Safety

The Supplier must ensure a safe and healthy working environment appropriate to the business and comply with applicable occupational health and safety regulations. Its employees' potential exposure to safety hazards are thoroughly identified, assessed and controlled. Safety information shall be made available to everyone in order to educate, train, and protect employees as preventive measures against accidents and injuries that could occur in connection with workplace activities.

## Complaint Mechanisms

The Supplier shall openly receive any form of concerns or complaints from employees and third parties as well as recommendations and improvement suggestions regarding operations. Employees as well as third parties raising such concerns, complaints or ideas shall never have to fear intimidation or retaliation.

## 2.2 Environmental responsibility

We recognize the importance of protecting the climate, the world's resources and ultimately its people. In all our actions we are committed to tackle the challenge of transitioning to a low carbon economy.



### Emissions to Air

Throughout the operation, the Supplier is committed to work towards reduction and minimization of general (air and noise) as well as greenhouse gas emissions. Where operationally feasible, these emissions shall be tracked and routinely documented, and the Supplier shall aim to build plans to enhance efficiency and drive decarbonization.

### Water Management

The Supplier shall use and process water responsibly. Measures should be pursued in order to protect water as a resource, improve water use efficiency, reduce consumption and maintain good water quality through responsible treatment of wastewater discharges.

### Resource Efficiency & Clean Energy

The Supplier shall aim to drive efficiency with respect to use of materials, resources and energy. Concrete processes and measures for reducing and avoiding the use and consumption of resources should be targeted.

### Waste Mngmntn & Hazardous Substances

Approaches to optimize reusing and recycling processes shall be targeted. The Supplier systematically identifies and responsibly manages solid waste, chemicals and other materials that are hazardous to the environment. Safe handling, usage, storage and disposal shall be continuously demonstrated throughout operations. The Supplier shall seek to reduce potential negative impacts to biodiversity.

## 2.3 Business ethics

We believe that conducting business in an honest, responsible and compliant way is essential for building trust with customers, employees and business partners. We expect the highest standards of ethics from our Suppliers in order to promote fairness and integrity in any business operation.



## Data Privacy and Information Security

The Supplier commits to safeguard and take appropriate steps to protect clients', subcontractors', customers', consumers' and employees' private information. All applicable laws on data privacy and information security regarding the collection, storage, processing, transmission and transfer of personal data are to be observed and complied with.

## Fair Competition and Business Integrity

All applicable fair trade, competition as well as antitrust laws and regulations must be respected and complied with throughout all operational levels. At all times, Suppliers shall uphold the highest standards of integrity in all business activities and operate in an open and transparent way, avoiding conflicts of interest that could interfere with objective and professional decision making. Suppliers are prohibited from engaging in any fraudulent activities including money laundering, and shall have processes to monitor and detect such potential activities.

## Bribery and Corruption

The Supplier shall not engage in, endorse nor tolerate, any form of bribery or corruption, including facilitation payments, directly or indirectly and must apply processes for monitoring as well as implementing norms in order to ensure compliance with anti-corruption laws.

## Intellectual Property

Intellectual property rights as well as confidential information are to be respected and handled in such a way that they are safeguarded against misuse, counterfeit, theft, fraud or improper disclosure at any time and in accordance with applicable laws and potential contractual terms.

### 3. Scope

This Supplier Code of Conduct's aspirations are minimum sustainability requirements and our suppliers shall accept and adhere to these principles at all times, i.e. in all situations involving any entity of the AutoScout24 Group directly or indirectly.

If the Supplier becomes aware of a potential or actual breach to this Supplier Code of Conduct, they shall, without delay, inform the Autoscout24 Group directly by emailing [procurement@autoscout24.com](mailto:procurement@autoscout24.com).

Any questions regarding the interpretation of this Supplier Code of Conduct or our approach to sustainability in general can be raised to [procurement@autoscout24.com](mailto:procurement@autoscout24.com).

