

Impress Supplier Code of Conduct

impress
THE DECOR COMPANY

 Ethics

 Employees

 Health & Safety

 Communities

 Environment

 System

ESG



Impress Supplier Code of Conduct

Whenever the term IMPRESS is used in this Code of Conduct, it refers to companies such as Impress decor Polska sp. z o.o. based in Elk (Poland), Impress Diseño Iberia, S.A. in Cardedeu (Spain), Impress Decor Austria GmbH in St. Veit (Austria) and Impress Décor Brazil Ltda. in Araucária (Brazil).

As a global manufacturing company, we are aware of our responsibility to future generations regarding the use of resources. We therefore ensure that we manufacture high value products in an efficient and sustainable manner, minimizing the environmental impact. In addition to environmental sustainability, the social aspect should not be neglected. We see no contradiction in being a socially responsible company with a clear profit motive; on the contrary, sustainable business is the basis for social commitment.

In addition to clearly striving for success, our corporate culture focuses on the company's willingness and ability to accept new challenges, to explore new fields, and to take a long-term perspective.

The demands of supplier management are no longer limited to functioning in a globally networked world. Modern technologies rely on raw materials which are often sourced from critical regions of the world. Their impact on supply chains is only enhanced by the consequences of climate change and increasing resource scarcity.

IMPRESS is overcoming these challenges by considering sustainability in its procurement and supplier management; IMPRESS regards sustainable procurement as a core issue.

The core principles comply with national and international laws, principles and conventions, such as in particular the principles of the UN Global Compact, the OECD Guidelines for Multinational Enterprises, the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights and





the relevant conventions of the International Labour Organization (ILO). In order to focus more strongly on these values, in addition to actively communicating with our supplier and depending upon the support in the downstream supply chain, we also expect our suppliers to conduct the respective monitoring and checks.

Only by working together, we can master the challenges that tomorrow brings.

The Supplier Code of Conduct describes the mandatory set of values and principles of conduct upon which IMPRESS's global cooperation with suppliers is based.

Scope

This Code of Conduct applies to all natural or legal persons who sell or provide products, goods, works or services to IMPRESS either themselves or through third parties, e.g. affiliated companies, distributors, subcontractors, agents (hereinafter "Supplier").

IMPRESS requires Suppliers of products, processes and services to comply with all applicable local/regional and international legislation on human rights, health, safety and environmental protection, and to actively promote sustainable business management.

Impress expects its suppliers to comply with applicable laws and the following regulations:

Ethics



Suppliers must conduct their business in an ethical manner and act with integrity in compliance with the following points:

Integrity — Integrity means that IMPRESS's business practices are in line with the company's values and principles of conduct at all times. IMPRESS therefore requires its Suppliers to comply with applicable law and to adhere to the values and principles of conduct defined herein.

Corruption, bribery & gifts — Suppliers undertake to prohibit corruption, extortion, embezzlement, misappropriation and money laundering in any form and shall not engage in or tolerate such practices. Suppliers are not allowed to offer or accept bribes or other unlawful inducements (e.g. kickbacks) in dealings with business partners or public officials. Suppliers are not allowed to offer IMPRESS employees gifts or other benefits for personal gain that could be considered a bribe. As a general rule, gifts or entertainment must not be used to unfairly influence a business relationship and must not violate applicable laws or ethical standards.

Transparency — IMPRESS is a fair and reliable partner. IMPRESS and its employees are therefore committed to full transparency towards its Suppliers. Because transparency creates trust and trust is the basis for successful cooperation in the supply network. We also hold our Suppliers to the same standards. Responsible cooperation means all our actions and decisions must be transparent and comprehensible. This is a prerequisite for achieving the necessary acceptance. Transparency in cooperation also means addressing issues openly and dealing with each other honestly.

Human rights — Suppliers undertake to respect and uphold human rights without exception.

Freely chosen employment — Suppliers must not use forced, indentured or bonded labor or involuntary prison labor. Employees must not be forced to pay for work or be denied freedom of movement.



Child labor — Suppliers are prohibited from using child labor. Young workers under 18 years of age may only be employed for non-hazardous work and only if they are over the legal age for employment or completion of compulsory education applicable in the respective country.

Discrimination — Suppliers must provide a workplace free of discrimination. There shall be no discrimination on the basis of race, color, age, pregnancy, gender, sexual orientation, ethnicity, disability, religion, political affiliation, trade union membership or marital status.

Fair treatment — Suppliers undertake to provide a workplace free from actual or threat of harassment, harsh and inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

Freedom of association — IMPRESS encourages open communication and direct engagement with employees to resolve workplace and compensation issues. Suppliers shall respect the right of employees to associate freely, join or not join trade unions, seek representation and join works councils in accordance with local laws. Employees must be able to openly discuss working conditions with management without threat of reprisal, intimidation or harassment.

Data protection and IT security — Suppliers shall comply with applicable privacy and data protection laws and ensure the protection, security and lawful use of personal data. Commercial and technical information provided by IMPRESS shall be kept and stored securely with appropriate access controls. Confidential information of IMPRESS may only be disclosed with written consent or prior agreement.

Management Systems



Suppliers shall implement appropriate management systems to maintain business continuity, enable continuous improvement, and support the fulfillment of the above principles.

Legal requirements — Suppliers must be aware of and comply with all applicable international, national and local laws and regulations, contractual agreements and international standards. They must also align their practices with generally accepted industry standards, obtain and keep current all applicable permits, certificates, licenses and approvals, and conduct their operations at all times in accordance with the associated restrictions and requirements.

Suppliers shall comply with the principles set forth in this Code of Conduct by providing appropriate resources within their companies and by incorporating all applicable principles into policies and procedures.

Documentation — Suppliers shall develop, implement, apply and maintain management systems and controls related to the content of this Supplier Code of Conduct and provide the necessary documentation to demonstrate compliance with the principles set out herein.

Risk Assessment — Suppliers are required to conduct regular risk assessments to identify, evaluate, and mitigate potential environmental, social, and governance risks, ensuring compliance with applicable laws and our ethical standards.

Audits — IMPRESS reserves the right to conduct audits to verify compliance with the above points upon prior notice.



Suppliers must act in an environmentally conscious and efficient manner to minimize negative impacts on the environment. Suppliers are encouraged to conserve resources, avoid the use of hazardous materials and consider reuse and recycling.

Sustainable action — Sustainability is firmly rooted in IMPRESS's values and actions. Sustainable value creation is based on the triad of economic, ecological and social responsibility. This includes both products and their production together with the associated processes, services and supply chains. IMPRESS therefore addresses sustainable action as a cross-cutting issue and takes a holistic view. The focus must be on early prevention, e.g. by using renewable energies and minimizing pollution or waste. Special attention must be paid to the handling of so-called conflict minerals and critical minerals and materials in general; in this case, Suppliers need to consider the whole supply chain and meet additional requirements in terms of transparency and cooperation to ensure greater responsibility and care.

Waste and emissions — The Supplier shall keep the environmental impact of its business activities to a minimum and actively implement measures to promote environmental protection. IMPRESS expects its Suppliers to acknowledge and adhere to all applicable local and international environmental standards and laws. The Supplier shall maintain environmental responsibility across the supply chain, including both products and packaging. The aim is to avoid or continuously reduce the environmental impact of resource and energy consumption, emissions of greenhouse gases and air pollutants, water consumption, releases into soil and water as well as the resulting waste, in order to preserve biodiversity and to promote a circular economy.

Water use and pollution — Suppliers must use water responsibly, taking measures to reduce consumption and prevent pollution. Wastewater may only be discharged into the environment after undergoing proper treatment and in accordance with the relevant legal requirements. Any discharges that could contaminate soil or water must be avoided. Suppliers should continuously work to minimize their impact on local water resources and promote sustainable water management systems.

Dealing with Employees



Suppliers must ensure that their employees are treated fairly and must meet all required standards.

Fair working conditions and employee development —

IMPRESS requires its Suppliers to pay their workers the legally guaranteed minimum wages in the respective labor markets and to comply with all applicable labor regulations/laws, in particular with regard to working hours. Recruitment fees must not be charged to the employee in any way.

Suppliers are prohibited from engaging in misleading or deceptive practices in the recruitment process. They are not permitted to make false statements about working conditions, including wages and fringe benefits, the place of work, living conditions, the hazardous nature of the work, accommodation and related costs (if provided or arranged by the employer or an intermediary).

Employment documents must be in writing and contain a detailed understandable description in the language spoken by the future employee, and must be made available in good time.

Employees' identity documents must not be withheld, tampered with or destroyed. Any accommodation provided by the employer must meet the minimum standard of the country where the work is being carried out. Suppliers should also develop their employees based on their individual skills and professional and personal interests, ideally aligning the company's interests with the employee's individual needs.

**Human rights and the prohibition of child labour** —

Suppliers are obliged to respect and uphold internationally recognised human rights. In particular, any form of child labour is strictly prohibited, in accordance with the International Labour Organisation's (ILO) guidelines, particularly Conventions No. 138 (minimum age) and No. 182 (prohibition of the worst forms of child labour). Suppliers must ensure that no children below the legally permissible age are employed in their operations or along their supply chain. Furthermore, forced labour, human trafficking, abuse, and any form of discrimination or exploitation are prohibited. Business activities should be conducted in accordance with the United Nations Universal Declaration of Human Rights and the UN Guiding Principles on Business and Human Rights.

Equality — Suppliers are expected to uphold gender equality by providing equal opportunities for all employees, ensuring fair compensation practices and eliminating any form of discrimination based on gender in the workplace.

Health & Safety



Suppliers must provide a safe and healthy working environment, and where applicable, this must also apply to accommodation provided by the Supplier. The health and safety measures also apply to contractors and subcontractors on Supplier sites.

Occupational health and safety — Suppliers shall protect employees from excessive exposure to chemical, biological, physical hazards and physically demanding tasks at the workplace and in accommodations provided by the company. Suppliers shall ensure adequate order and cleanliness and provide employees with access to clean drinking water. Suppliers guarantee free access to safety equipment (PPE) for all employees and anyone working for them, and will focus our actions on prevention.

Emergency preparedness and response — Suppliers shall identify and regularly assess emergency situations in the workplace and in any accommodation provided by them. They undertake to minimize the impact of such situations by putting in place emergency plans and response procedures and shall provide appropriate evidence if requested by IMPRESS.

Hazard information — Safety information relating to hazardous substances, including pharmaceutical agents and pharmaceutical intermediates, must be available for employee training and instruction and to protect workers from hazards.



Affected communities



Sustainable business means creating long term financial, environmental, social and ethical values. This must include affected communities along the value chain as well as direct and indirect suppliers. Impress therefore requires its suppliers to deal with these communities in a transparent and fair manner, and to support communities that have been damaged by previous exploitation of their territories.



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