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Code of Conduct — Uniplan Europe

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Preface

As an owner-managed and independent brand experience agency with more than 60 years of experience, we have never stopped reinventing ourselves. With a head office in Cologne and branches in eight locations around the world, Uniplan today typifies the multi-disciplinary character of our industry by unifying strategy, creation, design, technology, production and execution in a broad 'concept-to-completion' approach. Compliance with statutory requirements, respecting human rights and conserving our natural world are central guiding principles of our activities – principles that are an inalienable aspect of our relationship with our clients and business partners.

We acknowledge our responsibility by being mindful of the consequences of our commercial decisions and actions in legal, economic, social and ecological terms. We expect all of our employees, suppliers, service providers and all other business partners (hereinafter referred to as 'suppliers') to adopt this credo in turn.

The success of our agency and accordingly also the trust placed in us by our business partners and the general public ultimately depends on the conduct of each and every one of us. This Code of Conduct serves as a guideline and orientation framework for our actions and sets down the minimum standards that we expect of our own conduct and that of our suppliers. It is based on a shared understanding of socially responsible corporate governance. The content is valid for Uniplan GmbH & Co. KG and Uniplan Switzerland AG (hereinafter referred to as 'Uniplan').

When working with us, all employees and suppliers should always make sure that their decisions and actions are consistent with this Code of Conduct and the statutory requirements and are free from personal self-interest.

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1. Integrity and compliance

Our actions shall comply with prevailing laws and other legal stipulations applicable in the countries in which we operate. If the local laws and regulations are less restrictive, our actions shall be guided by the principles of this Code of Conduct.

1.1 Corruption

We reject any form of corruption, whether active or passive, in the strongest possible terms. Granting or accepting bribes, kickbacks or comparable incentives as well as any form of extortion and corruption are strictly prohibited. This also applies in cases where such actions are not forbidden by law in the country in question. Any violations will be prosecuted to the fullest extent. Any attempt to influence business decisions by means of such methods must be reported without delay.

Gifts and gratuities are part of the standard course of business in many cultures and small gifts can serve to maintain cordial relations. At the same time, gifts and gratuities should neither cause any individual to be conflicted nor affect the independence of their decision-making. We undertake to comply with our business partners' rules on giving or receiving gifts or other gratuities to or from their employees. Similarly, our employees are obliged only to accept any gifts or gratuities of negligible value in accordance with the Uniplan policies.

1.2 Fair competition

Uniplan's employees and suppliers are obliged to comply with the rules of fair competition. They shall comply with the statutory provisions on competition and antitrust law. Especially when participating in tender processes, they shall not perform any actions that conflict with the terms of the tender process. In particular, agreements on conditions, prices, other material contractual components and the bidding approach shall be forbidden if the intended purpose is to impede fair competition or otherwise violate applicable law.

1.3 Protection of intellectual property

The market success of our products and services is inseparably linked to their quality. We shall not tolerate any deliberate or negligent conduct that results in a reduction of our quality. For that reason, the use of plagiarised or falsified materials is forbidden. We also respect intellectual property and will not use or publish such without authorisation. This applies in particular to intellectual property that is protected by patents, copyright or trademarks. The provisions concerning the protection of intellectual property and circulating forged parts must also be guaranteed by our suppliers.

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1.4 Data protection and information security	The protection of confidential information and personal data is a key foundation of the trust that exists between Uniplan, its clients and its suppliers. For this purpose, non-disclosure agreements and data protection agreements shall be entered into as required that govern the scope as well as the manner of the protection of the information and data. Confidential information or protected data must not be used in contravention of contractual agreements or statutory requirements. The use of such information for one's own advantage (e.g. insider trading) will not be tolerated.
1.5 Correct record-keeping and disclosure	We keep accurate, complete, timely, appropriate and comprehensible records in accordance with the respective statutory and official requirements. Should statutory provisions require a disclosure of information, we shall comply with such an obligation. We expect the same of our suppliers.
1.6 Export controls and economic sanctions	All applicable laws and regulations under national and international law concerning import and export controls, sanctions, embargos and restrictions on the (re-)export of goods (commodities, services, technologies, know-how and software) are complied with. We also demand the same of our suppliers.
1.7 Avoiding conflicts of interest	We avoid internal and external conflicts of interest that may have an undue influence on business relationships. We expect the same of our suppliers. Uniplan employees are only allowed to engage in secondary employment in accordance with the provisions of their employment contract. If an approved secondary employment results in a conflict of interest, this must be reported to management without undue delay. Uniplan employees must not enter into contracts with third parties where a partner or family member is employed in a management role. This also applies if the employed person, the partner or a family member holds shares in the third-party company (with the exception of shares in listed companies).
1.8 Whistle-blowing and protection from retribution	Uniplan offers its employees a secure environment for reporting complaints and feedback so that they can report any problems they are having in the workplace, including harassment and discrimination, to the management in order for a suitable solution to be sought. Employees can openly communicate ideas and problems relating to working conditions or management style and discuss these with the management without fear of discrimination, reprisals, attempts at intimidation or harassment. Protection from retribution and protecting the identity of the whistle-blower are especially important to us in this context. Any form of retribution towards employees who report a problem at the workplace is forbidden. Similarly, Uniplan expects its suppliers to provide effective complaints procedures for their employees. The complaints procedure must include an anonymous reporting procedure as far as is reasonable or possible. Under no circumstances must reporting actual or suspected violations result in negative or repressive measures for the whistle-blower.

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2. Fair and respectful working relationships

Our values include mutual respect as well as recognition and appreciation in our daily dealings with one another. The human being is at the very heart of our activities, whether they are our clients, employees or guests. Our relationships should be distinguished by reliability, trust, fairness and respect. To us, equality of opportunity and tolerance are essential elements of a successful working relationship. This is how we seek to treat each other and our business partners. And this is also how we would wish our business partners to treat us.

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3. Human rights and fair working conditions

We align ourselves with ethical values and principles, in particular integrity and honesty, and also respect human dignity as enshrined in the principles of the UN Universal Declaration of Human Rights and the core Conventions of the International Labour Organization (ILO). A varied, integrative and inclusive exchange of views and ideas is vital to us as an international agency. We do not tolerate any form of discrimination.

3.1 Human rights

Uniplan acknowledges its obligation to uphold and defend human rights. We expect the same of our suppliers. The rights enshrined in the European Convention for the Protection of Human Rights and Fundamental Freedoms and the International Covenant on Civil and Political Rights are inalienable foundations of the existence of each and every human being. Above all, any racist discrimination and discrimination of people on the basis of their gender, age, disability, ethnic origin, religion, faith or sexual orientation is unacceptable. We undertake to manage our HR recruitment processes in an ethical, transparent and respectful manner.

Uniplan advocates the prohibition of all forms of human trafficking and also the protection of the rights of minorities and indigenous peoples. Uniplan safeguards and acknowledges land, forestry and water rights and expressly opposes forced clearances. Where security forces are deployed, whether private or public, it must be ensured that the affected parties are protected from extensive violence, torture and violation of their freedom of association and freedom to form a coalition.

3.2 Child labour

Uniplan employs young people under the age of 18 only in compliance with the legal stipulations and the following provisions, and exclusively with the objective of advancing the young person's interests (e.g. for educational purposes, school work experience).

Suppliers may employ young people under 18 if this is permitted in accordance with the statutory stipulations applicable to the specific activity or the UN Convention on the Rights of the Child. The provisions that afford the best protection of the young people should always be applied. Additionally, suppliers are obliged to comply with ILO Conventions Nos 105, 138 und 182. Any activities that are not age-appropriate for young people or that jeopardise the health, safety or morality of the young people are prohibited. Suppliers shall be responsible for supervising their employees under the age of 18 as well as their working conditions and hours.

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3.3 Working conditions

Slavery and forced labour are abusive practices that must be eradicated and must not be encouraged. As a minimum standard, the ILO standards on the protection of workers' rights must be fully complied with during any activity performed with or for Uniplan. Insofar as locally applicable laws confer more far-reaching rights, these shall take precedence over the ILO rules.

Employees are entitled to freedom from discrimination, safe working conditions and a healthy working environment. No unlawful coercive measures must be exercised. The right of employees to form or join trade unions and to engage in collective bargaining must not be restricted or impaired.

Employees must be paid at least the legally stipulated wage for their work on a regular basis, and at least once per month. If no minimum wage is in force, their pay must enable an adequate and humane standard of living. Compliance with the statutory provisions for working conditions, especially those concerning working times, health and safety in the workplace as well as prescribed social benefits, must be monitored by the employer company.

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4. Health and safety in the workplace

Uniplan shall comply with the applicable legislation concerning protection of health, occupational safety and fire prevention. Providing our employees with a healthy and safe working environment is a central concern of ours. All Uniplan employees must be mindful of occupational safety and fire prevention at all times. Suggestions for enhancing occupational safety or any deviations identified can be communicated to the direct line manager.

We are committed to minimising or eradicating the risks to which employees are exposed by taking reasonable measures to avoid health-related impairments and accidents. This includes the management of incidents and accidents based on the principle of accident prevention and emergency planning. All workstations are fitted out in accordance with the statutory provisions and regulations concerning technical security and occupational health and safety to ensure that work can be performed free of incidents and with minimal stress.

All measures concerning the protection of health and safety in the workplace as well as personal protective equipment shall be provided to the employees free of charge. Uniplan shall train the employees on how to prevent work-related health problems, avoid workplace accidents, optimise workplace ergonomics, increase machine safety, as well as on first aid and fire prevention.

Chemicals and hazardous substances that would pose a risk if released into the environment must be deployed responsibly and in observance of the prevailing statutory provisions.

Similarly, our suppliers shall comply with the applicable legislation concerning protection of health, occupational safety and fire prevention. They must actively take measures to guarantee a healthy and safe working environment for their employees.

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4. Climate and environmental protection

We place great value on respect for the natural environment and handling resources sustainably. We undertake to adopt a precautionary stance vis-à-vis environmental risks, to take initiatives to promote greater environmental awareness and ultimately to encourage the development and circulation of environmentally friendly technologies.

Uniplan's activities and those of its suppliers must be consistent with the conservation of nature and the environment. We acknowledge our obligation to take a consistent approach to reducing the environmental impact of our activities. We comply with all statutory provisions concerning environmental protection and endeavour to comply with such provisions at all times. We will take advantage of any opportunities to reduce adverse environmental impacts further. We support the deployment of state-of-the-art, efficient and environmentally friendly technologies. In doing so, Uniplan shall use renewable energies, preserve soil quality, avoid noise pollution, protect ecosystems, animals and biodiversity, and use resources sustainably as far as is possible. We advocate a prohibition on deforestation. Our suppliers shall support us in pursuing these objectives.

We place great value on minimising environmental risks and adverse impacts on the environment through preventative measures. These include in particular:

— reducing energy consumption and increasing energy efficiency,

— reducing greenhouse gas emissions to contribute to decarbonisation,

— air pollution control and improving air quality,

— sustainable management of natural resources,

— avoiding waste and taking advantage of reuse and recycling opportunities,

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— limiting or largely avoiding the use of scarce resources,

— conserving water quality and the economical use of water, and

— responsible management of chemicals.

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6. Supply chain

We require our suppliers to supply their products and services in accordance with the foregoing stipulations. Uniplan reserves the right to demand proof that they are doing so. Uniplan expects that its suppliers will not violate the prohibitions of section 2 (2) and (3) of the German Act on Corporate Due Diligence Obligations in Supply Chains (Lieferkettensorgfaltspflichtengesetz). Uniplan shall similarly comply with these prohibitions. Additionally, we encourage our suppliers to implement the content of this Code of Conduct in their supply chains themselves.

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7. Whistle-blowing

We extend to our employees or people who work with us the opportunity to report any concerns about the non-compliance with existing laws and provisions, unethical practices or forms of conduct that are not in compliance with our standards. Our whistle-blower system enables our employees, clients and suppliers to report compliance breaches directly.

This system can be accessed at https://whistleblowersoftware.com/secure/Uniplan.

Any questions and comments concerning our Code of Conduct as well as any associated remarks can be addressed to codeofconduct@uniplan.com or Uniplan GmbH & Co. KG, Human Resources, Schanzenstraße 39 a/b, 51063 Cologne, Germany.



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