

BIBUS



**CORPORATE
SOCIAL
RESPONSIBILITY
POLICY**

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1. Guidelines

1.1 What is corporate social responsibility?

The goal of corporate social responsibility (CSR) is to ensure that a company is accountable for its impact on society and the environment and that it aligns its economic activities with this responsibility. Ethical and economic aspects are both taken into account. They may include:

- Conducting business responsibly
- Treating employees well
- Dealing with business partners conscientiously
- Protecting the environment
- Using the company's material and immaterial assets in a sustainable manner
- Supporting local communities
- Transparency

Corporate social responsibility rests on three pillars:

- The dimensions of sustainability (economic, social, ecological)
- Stakeholder engagement
- Sustainable management

The BIBUS Group is fully aware of its social responsibilities and has launched a group-wide CSR to live up to the expectations of all stakeholders.

1.2 Implementation of CSR in the BIBUS Group

The BIBUS Group is a multinational corporation, and its various sites all have their own requirements and economic possibilities. We take these differences into account by giving our subsidiaries full control over their own CSR systems. After all, they know the local circumstances best.

The level of detail at which CSR is implemented at each subsidiary takes the realities of the respective countries into account. Additional relevant factors include the company's size, the type of business activity it carries out, the legal regulations governing it, its values and goals and the expectations of its stakeholders. Not least, cultural values have a significant influence on many aspects of CSR.

This applies not only to individual principles, such as sustainability, but to all three pillars of CSR.

Due to this cultural diversity, it is not practical for the BIBUS Group to prescribe an overarching sustainability goal for each subsidiary, as all companies must navigate their own environments and conditions. As such, the onus is on each subsidiary to determine realistic goals for itself.

Sustainability

Society and the environment are priorities for the BIBUS Group. We aim to improve our sustainability practices continuously across all areas of CSR. Regarding the environmental aspect of CSR, we encourage all group companies to act with the greatest possible care and protect our planet for current and future generations.

The BIBUS Group is aware of the issue of 'greenwashing' and strives to avoid this across all subsidiaries. Greenwashing may also occur if a company has good environmental intentions but lacks evidence of the impact of its actions or if its efforts are misguided or insufficient.

We therefore ensure that our goals are achievable and measurable. This allows us to demonstrate the effectiveness of our activities to our business partners.

1.3 Communication and reporting

Besides the legal requirements underpinning our work, our measures and campaigns are developed with the common goal of CSR and the welfare of current and future generations in mind.

All group companies disclose their CSR activities in their annual report. For example:

- Investments in education, training, environmental projects, etc.
- Voluntary activities (media reports, thank-you letters from the community)
- Donations to charitable organisations

Our companies are also required to list activities which they had planned but did not carry out, including an explanation of why these activities failed to come to fruition during the reporting year. Planned CSR activities must be listed as part of the outlook for the new fiscal year alongside a detailed budget for each activity.

To ensure transparent communication, the activities of the BIBUS Group are not only listed in the annual report but also made available to other internal and external stakeholders (business partners, employees, municipal authorities) as needed. The BIBUS management determines which channel ought to be used for which target group.

2. 6 Key Aspects

2.1 Responsible Action

Our long-term vision is to expand our network of well-established business relationships continuously and add further long-term partnerships in order to help our customers boost their efficiency, competency and innovative capacity through high-quality products, system solutions, customer-specific expertise and just-in-time logistics and services. To this end, we undertake to achieve our goals while acting responsibly at all times.

This vision relies on responsible, comprehensive management based on a solid foundation of shared responsibilities for all employees of the BIBUS Group.

Our code of conduct sets a binding standard for everything we do.

It is based on the OECD Guidelines for Multinational Enterprises and the Universal Declaration of Human Rights (UDHR) as adopted by the General Assembly of the United Nations. Our code of conduct guides our daily activities involving society, the environment, our employees, customers, suppliers and the various companies of the BIBUS Group.

All BIBUS Group employees and managers, regardless of their location, are bound to the principles laid out in the code of conduct during their day-to-day business activities and decision-making. Managers are responsible for implementing the code of conduct and monitoring compliance with it across their area of authority.

We take the following steps to ensure compliance with our code of conduct:

- We regularly review and update our code of conduct in line with the constantly changing global environment
- Once a year, a review of the code of conduct is carried out with the managing director of each group company; managing directors provide a signature to confirm that they are bound by the code of conduct within their group company

In this way, we incorporate responsible conduct and sustainability into all processes and decisions, making them an integral part of the way in which the BIBUS Group does business.

The code of conduct provides a solid foundation that reflects the core values of the BIBUS Group. It is equally relevant to all group companies, even in countries where business practices in breach of the code of conduct are expected or tolerated.

However, if a country imposes its own regulations which are stricter than the practices laid out in our code of conduct, then those regulations take precedence.

2.2 Employees

The relationship between the BIBUS Group and our employees is a key dimension of our CSR. We are responsible for our employees. We must ensure that they are treated well and provided with a safe and healthy working environment. Their professional development and overall well-being are very important to us.

Equal opportunity and diversity

We guarantee that all our employees are treated fairly, regardless of their sex, ethnicity, age, religion and sexual orientation. In our working environment, diversity is appreciated and respected.

Health and safety

We ensure safe and healthy working conditions and inform our employees about any occupational hazards. We provide appropriate training and support to help prevent workplace injuries and occupational diseases. As well as providing ergonomic workplaces and tools to improve our employees' health, comfort and productivity, we take each team member's individual needs and preferences into account.

Employee rights

We respect and protect our employees' rights. This means that we comply with occupational law and never tolerate discrimination and harassment. Please also see our code of conduct.

Working conditions and digital transformation

We offer fair working conditions, which include fair pay, regulated working hours, holidays and social security benefits. Wherever it is economically feasible and sustainable, we offer our employees a great deal of flexibility, such as the option of working from home. Despite this digitality, we make sure our employees can maintain a healthy work/life balance. We are aware that constant availability can lead to burnout.

Training and professional development

We encourage and help our employees to pursue professional development opportunities, including our own training and further education courses. We arrange in-house training concepts and access to various online and offline courses and micro-seminars in order to boost our team members' expertise and abilities.

Employee participation

We aim to involve our employees in decision-making processes in line with their respective levels of seniority. This ensures that everyone gets to voice their ideas and concerns. Our culture of communication and transparency increases trust among our employees and strengthens their sense of loyalty towards our company.

Through our efforts, we can help improve the working conditions and well-being of our employees and foster a positive work culture that contributes to employee retention and satisfaction.

2.3 Business partners

The BIBUS Group's approach to business relationships applies comprehensively across all our subsidiaries.

We are well aware of the significance of corporate social responsibility for our business practices and corporate culture.

We aim to make a positive impact on society and avoid misconduct, i.e. negative consequences caused by corporate action.

Sustainability and CSR measures are not optional for us. They are a crucial aspect of our long-term competitiveness. Our business partners benefit from this.

To achieve this goal, we focus on:

- Continuously working towards the greatest possible customer satisfaction
- Fostering and insisting on a culture in which the safety and quality of all products and services is guaranteed for our customers across all subsidiaries
- Undertaking to communicate the BIBUS Group's corporate culture and values to all business partners honestly, unambiguously and transparently both at the project level and beyond
- Fostering and supporting the implementation and usage of digital technologies to ensure effective, efficient, secure communication and data protection

By encouraging a lively exchange of experiences, knowledge and ideas across all subsidiaries of the BIBUS Group, we consolidate our high quality and service standards for our business partners' benefit.

Our bi-annual meeting of all subsidiaries is an important factor in this, as are technical communication solutions that facilitate said exchange. We also leverage the (social) media to keep in touch with our business partners and make sure that they always have an open door to the BIBUS Group.

In this way, we promote the success of all our business partners with the strength and resources only a corporate group can offer.

2.4 Environment

Environmental protection has become one of the most important topics for companies across the board. There is no doubt that every business has an impact on the environment. It is our responsibility to recognise the ways in which our work affects the environment and to take proactive steps to minimise and mitigate these effects.

The BIBUS Group is dedicated to ecological sustainability and undertakes to treat the environment as carefully and responsibly as possible. We further encourage and help our group companies to adapt their business practices and find environmentally friendly ways to carry out their respective tasks. In addition, we firmly oppose all actions and statements that could be considered 'greenwashing'. Our commitments must result in actual, significant sustainability efforts.

Every group company is required to set itself achievable, practical goals to reduce its environmental footprint.

We have decided on the following steps on our path to ecological sustainability:

Environmental audit

This involves identifying company divisions that generate waste or use resources inefficiently. This self-assessment provides us with a foundation for setting goals and measuring progress.

Achievable sustainability goals

Such goals may be related to waste management, water management, efficient use of energy and similar topics. Digital technologies can play a role in this, too – they can help to lower our energy consumption by making our processes more efficient and reducing our dependency on physical resources.

Implementation and fostering of sustainable practices

After the planning stage, the respective measures are implemented in order to achieve our targets. We also educate our employees about sustainability to make them aware of this topic and enable them to take responsibility for minimising their own environmental footprint.

Measuring and reporting progress

All progress is tracked, and we report on our sustainability results. This allows us to identify divisions with potential for improvement as well as those which highlight our sustainable business practices.

Continuity

Becoming sustainable is a journey that requires continuous effort and commitment. By implementing environmentally friendly practices consistently, we can reduce our environmental impact and contribute to a more sustainable future.

Overall, our environmental vision is to minimise our impact as much as possible for the sake of current and future generations.

2.5 Community

The BIBUS Group has responsibilities towards the communities in which it is active. This includes job creation, supporting local education and cultural institutions, promoting the health and well-being of the community, and protecting the environment.

Donations to charitable organisations and local institutions

The BIBUS Group is in a position to support the work of charitable organisations and local institutions with monetary or in-kind donations, thus contributing to improving the quality of life in the local community.

Voluntary work

We believe that our employees should have the opportunity to volunteer in their community to support local projects and organisations. Volunteering activities demonstrate that we, as an employer, are a positive force in the local area. This can strengthen staff loyalty in turn.

Supporting training and education

We can and should support local schools and educational institutions by offering scholarships, internships and mentoring programmes or becoming involved in educational initiatives.

Raising environmental awareness

Measures to minimise the environmental impact of our work and foster sustainable practices must be planned and implemented. This might include recycling, reducing energy consumption, sustainable procurement and encouraging environmentally friendly practices.

Dialogue and partnerships with the local community

Open communication and partnerships with the community allow us to gain an understanding of their needs and concerns. This in turn helps us to develop solutions that benefit both sides.

Our efforts ensure that our company's presence in the community improves its members' quality of life and boosts the local economy, thereby gaining the trust and support of the residents.

2.6 Transparency

Transparency is a key aspect of all business activities, including our CSR practices. The BIBUS Group takes transparency into account across all its business processes, including social and ecological activities. We are willing to demonstrate our commitment through transparency by communicating openly and honestly with all our business partners. Furthermore, all group companies are required to provide detailed, comprehensive information about all their activities and achievements and the impact of their work in their annual report.

Each group company must assess the transparency of its own activities and ensure that only transparent and correct information is passed on to the headquarters, employees or business partners. The BIBUS Group is responsible for monitoring the transparency efforts of all its subsidiaries, ensuring that they are on the right track and that all their activities are transparent.

The digital transformation could potentially play a key role in improving transparency. Digital tools enable us to track our emissions, water consumption, waste production and other environmental indicators. This increases transparency and makes our assessment of our environmental impact more accurate.

In summary, BIBUS undertakes to ensure that all information provided is transparent, easily accessible, comprehensible and comprehensive before it is published and passed on to our business partners.

Fehrltorf, 1st July 2023



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