

Sustainability Standards

for Suppliers to the OTT Group



OTT GROUP

1 General

1.1 These Sustainability Standards clarify the requirements with which suppliers (also meaning sub-suppliers, contractors, business partners, service providers etc.) to the OTT Group must comply in their commercial transactions with the OTT Group (from service invitation to execution of order), and in business dealings with their own employees, suppliers and other interest groups.

1.2 The requirements set out in these Sustainability Standards are applicable for a trader, a legal person under public law or a special fund under public law (sec. 310, para. 1 Bürgerliches Gesetzbuch, BGB [German Civil Code]) and other business partners that are involved in the provision of supply and services to the OTT Group.

1.3 The Supplier shall ensure that the (minimum) requirements and obligations regarding human rights, the environment and otherwise that are stipulated in the Sustainability Standards, including the regulations in item 5, are adequately addressed throughout its supply chain. By way of suitable contractual regulations, it shall obligate its sub-suppliers to comply with the Sustainability Standards and to contractually pass on the guidelines to its supply chain. At the latest on the conclusion of an agreement, the Supplier provides its sub-supplier with a copy of the Sustainability Standards.

1.4 The Supplier, who is working within the scope of the contractual relationship with the OTT Group, must comply with national laws and ordinances. Should the national laws and ordinances of the relevant country contradict each other, then legislative standards take precedence over non-legislative standards. In the case of contradicting laws with equal precedence, there is no

breach of contract when one standard is complied with and it results in the infringement of another standard.

By way of carefully selecting its direct and indirect suppliers, and monitoring them within reason, the Supplier undertakes to act so that its suppliers shall not infringe any laws in relation to the contractual relationship with the OTT Group.

1.5 In particular, the Supplier undertakes to comply with the following laws and ordinances:

2 Compliance with Laws and Ordinances

2.1 The Supplier ensures that suitable measures are implemented in order to prevent corruption, facilitation payments abroad and donations to interest groups.

2.2 The Supplier undertakes to comply with the Mindestlohngesetz [German minimum wage law].

2.3 The Supplier undertakes to protect and respect human rights as established in the United Nations' Global Compact, the International Charter of Human Rights, the International Labour Organisation Declaration of Fundamental Principles and Rights at Work dated 18 June 1998, the United Nations Guiding Principles on Business and Human Rights dated 16 June 2011 and the Lieferkettensorgfalts-pflichtengesetz (LkSG [German supply chain due diligence law]) dated 10 January 2023 and the agreements listed in the Annex of LkSG.

The Supplier undertakes to comply with the human rights guidelines listed below and to actively minimise the risk of infringing any of the following prohibitions by actions or omissions along its supply chain.

3 Human Rights and Labour Laws

(1) Prohibition of the employment of a child, who according to the law of the place of employment has not yet reached the age at which compulsory schooling no longer applies, whereby the age of employment may not be under 15 years of age.

(2) Prohibition of the worst forms of child labour for children under 18 (e.g., all forms of slavery or slave-like practices, child trafficking, bonded labour as well as compulsory labour, procuring or providing a child for prostitution, work that is harmful to health).

(3) Prohibition of employment of persons in compulsory labour.

(4) Prohibition of all forms of slavery, slave-like practices, bondage or other forms of domination or suppression in the setting of the place of work, for example, through extreme economic or sexual exploitation and indignity.

(5) Prohibition of the violation of the obligations of occupational safety as per the law in the place of employment, if as a result a risk of accidents at work or work-related health risks arise.

(6) Prohibition of discrimination in employment, for example on the basis of national or ethnic origin, social background, health reasons, disability, sexual orientation, age, gender, political views, religion or ideology, if this prohibition is not stated in the requirements of the employment. Discrimination in particular includes the payment of unequal pay for equal work.

(8) Prohibition of withholding a suitable wage; the suitable wage is at least the minimum wage according to the applicable law and is otherwise measured according to the law of the place of employment.

(9) Prohibition of causing any harmful change to the soil, pollution of water, pollution of air, harmful noise emissions or excessive use of water.

(10) Prohibition of illegal evictions and the prohibition of the unlawful deprivation of land, forests and water bodies upon acquisition, development or other use of land, forests and water bodies, whose use ensures the livelihood of a person.

(11) Prohibition of commissioning or using private or public security personnel to protect the commercial project, if due to lacking instruction or control on the part of the company there is a risk e.g., to life and limb, upon the deployment of the security personnel.

4 Environment and Climate Protection

(1) Prohibition of producing products containing mercury.

(2) Prohibition of the production and usage of chemicals as per article 3, para. 1, lit. A and Annex A of the Stockholm Convention on persistent organic pollutants, dated 23 May 2001.

(3) Prohibition of the environmentally unfriendly handling, collection, storage and disposal of waste.

(4) Prohibition of the export of hazardous waste within the meaning of Article 1, para. 1, and also other waste within the meaning of Article 1, para 2, of the Basel Convention on the control of transboundary movements of hazardous wastes and their disposal.

(5) The Supplier shall train its employees to the effect that compliance with the environmental standards is mandatory. Furthermore, the Supplier shall create clear rules and framework conditions in order to systematically ensure the protection of the environment.

The OTT Group reserves the right to check or audit the processes established by the Supplier regarding human rights and ecological due diligence, including precautionary measures taken by it in connection with human rights and environmental standards and also the timely implementation of a preventative programme or a corrective action plan, or to have such measures checked or audited by a third party commissioned by OTT Group.