

# **Corporate Policy**

QUALITY is very important to us!

TOP advice, variety of brands and a large selection should inspire our customers! In order to be able to guarantee this in the future, we have considered the following points for our interested parties:

## Quality

Our products should meet the customer's exact wishes. Our friendly and competent demeanor should give us an edge over our competitors.

#### **Employees**

Mutual respect, openness, honesty and trust should be the principle of every employee. Joint cooperation and mutual helpfulness should help to achieve company goals. We ensure that our employees are aware of their organization's basic due diligence requirements and have the necessary knowledge to implement them in practice.

#### **Improvement**

Our desire to constantly improve should give us the strength to constantly question our work and improve it if possible.

#### **Suppliers**

In order to continue to deliver the best quality, we want to build a partnership with our suppliers in which both sides benefit. We are committed to responsible procurement and purchasing practices that enable living wages and a continuous increase in the use of sustainable materials. Our suppliers and their suppliers are also obliged to comply with our requirements for compliance with international standards (including OECD guidelines) and are not allowed to subcontract! Accordingly, we are committed to knowing and implementing responsible sourcing and purchasing practices, such as promoting living wages, continuously increasing the use of sustainable materials, and preventing, mitigating, and remedying negative impacts and restrictions or violations of said frameworks, such as integrity risks, human rights, and environmental risks. Incentives, depending on compliance with our requirements, are provided in the form of financial support for third-party audits and provision of training.

### **Environment**

With our management system, we ensure compliance with all necessary regulations. We strive to achieve a steady reduction in the environmental impact of our products and to continuously improve environmental performance.

#### Commitment

We respect human rights in accordance with the UN Guiding Principles on Business and Human Rights, the ILO core labor standards and internationally recognized frameworks in the environmental field and in dealing with integrity risks.

## Risks related to human rights

The most serious risks related to human rights include living wages and the lack of insurance benefits for employees at suppliers, which is why our suppliers are continuously monitored. This is done on the one hand through third-party audits, self-assessments and on-site visits, which are intended to obtain the desired information on the basis of a specially developed checklist in order to further develop the supply chain positively. Due to this approach and based on the OECD-Guidelines the needs of the identified vulnerable groups: women, children, migrants, home workers and people with disabilities as well as migrant workers are protected and their needs are taken into account. Those are mainly living wages, self-reliance, financial independence, non-violent lifestyle, insurance, no forced labour, good working atmosphere, healthy working environment, equipment with appropriate work equipment, education and no child labour. If negative impacts on human rights, the environment and integrity are identified, central procurement via the GF ensures that relevant decision-making processes at least take into account the development of a new procurement/production country and the exit from an existing procurement/production country. The management is responsible for fulfilling the corporate due diligence obligations as set out in the statement of principles and has defined corresponding responsibilities for the operational implementation of due diligence processes (Sustainability/CSR, Purchasing, Procurement, Design, Product Development, Human Resources and Compliance).

## Mitigation Measures

Based on the needs of identified vulnerable groups and country-specific increased risks, we support our stakeholders in order to reduce negative impacts through participation in training and educational programs, engagement with civil society groups, the provision of training sessions and materials, responsible purchasing practices, and involvement in external audits. Furthermore, we indirectly support our supply chains through participation in social projects that positively impact the supply chains within a given region by driving improvements there.

# Complaints mechanism

If any risks or violations of the aforementioned human rights occur, potentially affected parties can contact us online (anonymously if desired to protect the complainant). Our complaints mechanism is available on our website and is forwarded to us via a third party to ensure objectivity and transparency. We strive to process complaints promptly and respond within 48 hours. Unless otherwise requested, complaints will be made available collectively on the website, and every complaint received will be investigated and, where necessary, remedial action and redress will be provided.

The management

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