

SUPPLIER CODE OF CONDUCT

Within the ScandBook's Code of Conduct, the ScandBook Group and its employees have committed themselves to support and apply the basic principles in the areas of human rights and working conditions, quality and environmental management, health and safety as well as the fight against corruption and bribery.

We expect that our suppliers respect the same values as provided in the ScandBook's Code of Conduct. However, to make our expectations clear, we have adopted this Supplier Code of Conduct which is aligned with the ScandBook's Code of Conduct and provides key principles thereof. We want to strengthen partnerships with our suppliers through transparency, collaboration, innovation and focus on excellence.

Legal Compliance for Business Integrity

Suppliers of ScandBook comply with all applicable laws and regulations and conduct their business in an ethical manner. This includes but is not limited to the compliance with all applicable laws and regulations concerning bribery, corruption, fraud, intellectual property and competition and ensuring a high level of the business integrity.

Supply Chain

ScandBook's suppliers are expected to comply with the principles of non-discrimination with regard to their supplier (sub-supplier) selection and treatment. It is your duty as the supplier of ScandBook to use all reasonable efforts to promote the compliance of this code among your suppliers (sub-suppliers) by making this code available to your current and future suppliers (sub-suppliers).

Health and Safety Standards

ScandBook expects its suppliers to ensure that their employees are offered a safe and healthy working environment. Adequate health and safety policies and procedures shall be established and followed.

Environment

ScandBook expects the suppliers to contribute to sustainable development and to strive to reduce the negative environmental impact of their activities, products and services through a proactive approach and responsible management. Suppliers should comply with all local regulations or, in their absence, international standards. Suppliers are encouraged to carry out initiatives to favor the sustainable use of renewable resources.

Respect of Human Rights

Consistent with ScandBook's commitment to respect and protect human rights, ScandBook expects all our suppliers to comply with applicable employment and labor laws, and in addition, with the values defined within, among others, Universal Declaration of Human Rights and the Basic Principles of the International Labour Organisation of the United Nations (www.ilo.org) and specified within the SAI 8000:2008 (Social Accountability International) (www.sa-intl.org).

Compliance includes efforts to prohibit discrimination against any person in any term, condition or privilege of employment because of race, color, religion, sex, age, national origin, disability, veteran status, gender identity, gender expression, sexual orientation (real or perceived, as manifested by identity, acts, statements or associations), or any other characteristic protected by law.

Under no circumstances child, forced or compulsory labor is accepted by ScandBook. Suppliers must respect the personal dignity, privacy and rights of each individual employed, ensure that their employees are not discriminated against or harassed in any way.

In accordance with the legislation of the respective country, employees of the suppliers have to be treated appropriately and fairly relating to working hours, regular holidays and payment for performed work. The working conditions have to guarantee optimal health and safety in the work place for the employees.

Business Ethics, Corruption and Bribery

ScandBook pursues the active fight against corruption and bribery. It is strictly forbidden to offer ScandBook's employees money, or gifts or valuables beyond the scope of business-like custom and courtesy.

It is unacceptable for any supplier (or their employees and agents) to be involved or implicated in corrupt practices. As such, suppliers must:

- Never offer, promise or give any gift, payment or other benefit to any person (directly or indirectly), to induce or reward improper conduct or illegitimately influence any decision by a public official to their or ScandBook's advantage;
- Never solicit, accept or receive any gift, payment or other benefit from any person (directly or indirectly) as a reward or inducement for improper conduct;
- Never make facilitation payments directly or indirectly with regard to ScandBook's business, other than where it is strictly necessary to protect the health, safety or liberty of any employee and/or contract worker;
- Maintain effective controls to ensure that improper payments are not offered, made, solicited or received by third parties on their or ScandBook's behalf.

For the purposes of this section: (i) **Improper conduct** means performing (or not performing) a business activity or public function in breach of an expectation that it will be performed in good faith, impartially or in line with a duty of trust; and (ii) **Facilitation payments** mean payments made to smooth or speed up performance by an official of a routine action to which the payer is already entitled.

Criminal Actions and (or) Liability

ScandBook shall not tolerate any criminal actions and (or) liability with respect to its suppliers, their management and (or) stakeholders. The suppliers must notify immediately ScandBook in case any criminal proceedings of any nature are initiated and (or) criminal liability is imposed against the suppliers, their management or stakeholders.

Conflicts of Interest

The supplier should avoid any interaction with ScandBook's employees that may conflict, or appear to conflict, with that employee's duty to act in the best interest of ScandBook. The supplier shall disclose to ScandBook all conflicts of interests or situations giving the appearance of a conflict of interest in its engagement with ScandBook. The supplier must inform ScandBook if a ScandBook employee or his/her immediate family member holds a material financial or other interest in the supplier. The supplier must also inform ScandBook if a ScandBook employee or his/her immediate family member holds a managerial position at the supplier, or works for the supplier and such employment creates a conflict of interest or the appearance thereof.

Information Protection

ScandBook expects the suppliers to properly handle sensitive information, including confidential, proprietary and personal information. Information should not be used for any other purpose than for which it was provided. The suppliers must respect the intellectual property of ScandBook and others.

Compliance

The compliance with the described content has to be secured by the implementation of internal processes and methods and guaranteed by the management of the supplier. To ensure that suppliers are aware of this code, we will try to include respective references to each document we sign with suppliers. However, even if any such reference is missing, we expect our suppliers to comply with this code.

The supplier has a duty to proactively report to ScandBook any deviation from this code that it becomes aware of, so that ScandBook and the respective supplier may agree on a resolution mechanism.