

TRUSTEQ Supplier Code of Conduct¹

1. Introduction & Scope

At TRUSTEQ, we believe that responsible business conduct is built on trust, integrity, and respect.

We apply these principles to our own operations and expect the same from all suppliers, contractors, and service partners. They are obligated to pass on the specified requirements along the entire supply chain and to ensure compliance by their subcontractors.

This Supplier Code of Conduct is an integral part of our contracts and outlines the minimum standards we expect from all parties providing goods or services to TRUSTEQ – freelancers, software providers, office service partners, and other third-party vendors.

Our goal is to ensure that ethical, social, and environmental principles are applied consistently across our value chain.

By collaborating with TRUSTEQ, each supplier confirms their commitment to these principles and agrees to promote them within their own operations and supply networks.

2. Human Rights and Labor Standards

Suppliers must respect and uphold internationally recognized human rights and labor standards. TRUSTEQ expects all partners to provide fair, safe, and non-discriminatory working conditions and to comply with applicable labor laws and regulations.

We expect our suppliers to:

- Ensure fair wages, working hours, and benefits in accordance with local laws and industry norms.
- Prohibit any form of child labor, forced labor, or human trafficking.
- Guarantee equal opportunity and fair treatment regardless of gender, age, disability, nationality, religion, belief, or other protected characteristics.
- Foster a respectful, inclusive, and safe work environment free from harassment and discrimination.

¹ Suppliers include all partners, service providers, freelancers, as well as all contractors involved in TRUSTEQ's business purpose, both domestically and internationally.

- Provide workers with the right to organize, associate freely, and engage in constructive dialogue with management.

TRUSTEQ reserves the right to review supplier practices and request corrective action if non-compliance is identified. In the case of serious violations of these principles, TRUSTEQ reserves the right to impose measures up to and including the termination of the contractual relationship.

3. Ethical Business Conduct and Data Protection

Integrity is at the heart of the trust we build with our clients, employees, and partners.

We expect our suppliers to conduct their business ethically, transparently, and in full compliance with applicable laws and standards.

Suppliers shall:

- Refrain from any form of corruption, bribery, or fraudulent behavior.
- Avoid conflicts of interest that could compromise objective decision-making.
- Compete fairly and respect applicable competition and antitrust laws.
- Protect confidential information and intellectual property belonging to TRUSTEQ or its clients.
- Process all personal data in accordance with applicable data protection regulations, including the General Data Protection Regulation (GDPR).
- Implement appropriate technical and organizational measures to ensure the confidentiality, integrity, and availability of information.
- Strive to comply with recognized cybersecurity standards (e.g., ISO 27001, NIST) and provide evidence to ensure a high level of information security.

Suppliers are encouraged to maintain their own compliance systems and to provide employees with training on ethical and data-protection requirements.

4. Environmental Responsibility and Sustainability

TRUSTEQ is committed to reducing its environmental footprint and expects its suppliers to share this responsibility.

We encourage our partners to implement sustainable practices in their operations and decision-making processes.

Suppliers shall:

- Comply with all applicable environmental laws and regulations.
- Strive to minimize waste, emissions, and resource consumption.
- Promote energy efficiency, recycling, and responsible use of materials.
- Prefer renewable energy sources where feasible and continuously improve their environmental performance.
- Inform TRUSTEQ of any significant environmental incidents related to the goods or services they provide.

We value partners who can demonstrate measurable progress through certifications, environmental reports, or sustainability initiatives.

5. Verification, Documentation, and Escalation

To ensure transparency, TRUSTEQ may request documentation or self-assessments demonstrating compliance with this Code of Conduct.

Suppliers are expected to cooperate in good faith with such requests and to notify TRUSTEQ promptly if any material breach or risk of non-compliance arises.

If concerns are identified, TRUSTEQ will seek constructive dialogue to define corrective measures.

In cases of serious or repeated violations, TRUSTEQ reserves the right to suspend or terminate the business relationship.

Suppliers and their employees are encouraged to raise concerns or suspected violations confidentially through TRUSTEQ's whistleblowing mechanism or via direct contact with the ESG Owner (via E-Mail an esg@trusteq.de). TRUSTEQ ensures that reports are treated confidentially and that no disadvantages arise as a result.

TRUSTEQ prohibits retaliation against any individual who reports concerns in good faith.

6. Supplier Commitment

By signing this document, the supplier confirms that they have read, understood, and accepted the principles outlined in this Code of Conduct. The supplier commits to regular self-monitoring to ensure compliance with these requirements.

The supplier further commits to comply with all applicable laws and to promote these standards within their own organization and supply chain.

Supplier Name: _____

Authorized Representative: _____

Title/ Role: _____

Date: _____

Signature: _____

End of TRUSTEQ Supplier Code of Conduct