



# **Code of Conduct**

**The Diversity Code of Conduct  
by MaibornWolff**



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# 1. MaibornWolff – Diversity Code of Conduct

At MaibornWolff, we believe that embracing and appreciating diversity positively impacts the development of both the company and society as a whole. That's why MaibornWolff has joined the Diversity Charter for diversity in the workplace. The wording of the Charter can be found at the end of this document.

All MaibornWolff employees adhere to this Code of Conduct.

MaibornWolff stands for a humanistic-liberal, respectful, appreciative, and discrimination-free attitude toward all individuals in contact with the company. This applies specifically within the context of this Code of Conduct:

- to all personal characteristics including, but not limited to: gender, gender identity and expression, age, sexual orientation, physical and mental disabilities, physical appearance, height, skin color, origin, and ethnicity.
- to all ideological and social characteristics, including affiliation or non-affiliation with religious communities, denominations, political or social organizations, and the use or rejection of technology.

This applies specifically within the context of this Code of Conduct.

Munich, April 2023



**Volker Maiborn**

Managing Director

### **1.1 A Harassment-Free Environment**

MaibornWolff is committed to providing a workplace free from harassment for all employees and a harassment-free environment for all guests. We do not accept any form of direct and overt or indirect and casual harassment of individuals in our physical or virtual spaces or otherwise in contact with MaibornWolff.

### **1.2 Appreciative Communication**

Language and imagery that contradict the spirit of this Code are not permitted at events or in any form of internal or external communication. This also applies to lectures, workshops, and celebrations held in company spaces, regardless of whether the organizers are internal or external.

### **1.3 Political and ideological expression of opinion**

Active political, religious, or ideological activity within the company is not desired but is tolerated as part of reasonable freedom of expression in a professional context.

We expect employees not to be active members or supporters of organizations that are not aligned with a liberal-democratic order\* or that promote values incompatible with this Code of Conduct and the values of the company. Active promotion of such organizations or ideologies is not permitted.

### **1.4 Advertising of Secondary and Private Activities**

Actively approaching colleagues or others connected to the company for private, ideological, or commercial purposes is only allowed after prior consultation with management. Such communication must be clearly marked as “private” and should not go beyond simple information sharing.

### **1.5 Dealing with this Code of Conduct**

We expect all employees to adhere to these rules at all times. Guests of the company are also subject to this Code. Anyone asked to stop certain behavior in connection with this Code is expected to comply immediately.

Anyone who feels harassed or pressured, or who observes such behavior, should report it confidentially and immediately to management, their supervisor, or a designated contact person. In case of ambiguities, the GF-Council will decide on a case-by-case basis.

\*) A liberal-democratic order is defined, among other things, by the Basic Law of the Federal Republic of Germany. As a company based in Germany, the Basic Law is not only legally binding for us but also the foundation of our values.





## 2. Diversity as an Opportunity – The Diversity Charter for Diversity in the Workplace

The diversity of modern society, shaped by globalization and demographic change, influences economic life in Germany. We can only be economically successful if we recognize and utilize existing diversity. This applies to our workforce and the diverse needs of our clients and business contacts.

The implementation of the “Diversity Charter” in our organization aims to create a work environment free from prejudice. All employees should be valued – regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, age, sexual orientation, and identity. Recognizing and fostering this diversity brings economic benefits.

We foster a climate of acceptance and mutual trust, which positively impacts our reputation in business relationships and with clients in Germany and worldwide.

In line with this Charter, we will:

1. cultivate an organisational culture that is characterised by mutual respect and appreciation of each individual. We create the conditions for managers and employees to recognise, share and live these values. Managers and supervisors have a special obligation in this regard.
2. review our HR processes and ensure that they do justice to the diverse skills and talents of all employees as well as our performance standards.
3. recognise the diversity of society within and outside the organisation, value its potential and use it to the benefit of the company or institution.
4. make the implementation of the charter the subject of internal and external dialogue.
5. publicly report annually on our activities and progress in promoting diversity and appreciation.
6. inform our employees about diversity and involve them in the implementation of the charter..

We are convinced that embracing and valuing diversity positively impacts the development of the company and society as a whole.

## 3. Social Responsibility as a Key to Sustainable Action

As a company, we recognize our societal responsibility and our role in upholding social standards. We commit to ethical behavior and social responsibility in all our activities and expect our employees and partners to act according to the highest social standards. Together, we aim to create a positive impact on society and promote the well-being of all involved..

Key areas in this Code of Conduct include:

### **3.1 Child Labor and Young Workers**

We strictly reject any form of child labor. We provide young workers with a safe, healthy, and educational environment in accordance with applicable training laws and regulations.

### **3.2 Modern Slavery**

All forms of slavery, human trafficking, and forced labor are strictly prohibited in our company. We respect each individual's freedom and physical integrity.

### **3.3 Wages and Social Benefits**

We are committed to paying fair wages in line with legal standards and industry rates. In addition, we offer appropriate social services and benefits to support the basic needs of our employees and their families. We provide employee benefits for all employees, regardless of whether they work full-time or part-time. If certain benefits are not possible in different countries due to different legal regulations, we offer our employees in these countries comparable benefits where possible.

### **3.4 Working hours**

Balanced working hours in accordance with national laws and international standards are important to us. We pay overtime fairly and allow employees sufficient recovery time.

### **3.5 Freedom of association and collective bargaining**

We recognise the right of our employees to freely form and join groups and organisations that represent their rights. We ensure fair working conditions and remuneration by involving employees in an institutionalised manner in our GF Council advisory body and in adjustment processes on a topic-related basis.

### **3.6 Women's rights**

We are strongly committed to women's rights and equality. It is of central importance to us that women have equal rights and opportunities and are treated fairly and equally in all areas of employment. We firmly believe that every person, regardless of their gender, should have equal opportunities and possibilities to develop their skills and talents.

### **3.7 Rights of minorities and indigenous peoples**

As described above, we believe in a culture of respect and appreciation for every individual. We respect and promote the rights of minorities and indigenous peoples. We do not tolerate discrimination based on ethnicity, religion or cultural identity in any way.

### **3.8 Ethical behaviour**

We are committed to acting lawfully, ethically and responsibly in accordance with the applicable laws. This also includes strict compliance with anti-corruption laws in order to actively combat corruption and money laundering. Furthermore, we are committed to complying with antitrust law and avoiding anti-competitive business practices. We ensure that our business is conducted with integrity and in accordance with the law, based on transparency, fairness and sustainability.





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