

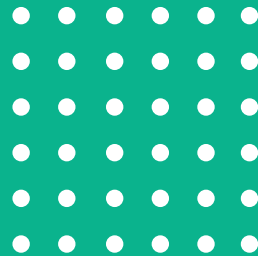
BERLIN



BERLIN PARTNER
for Business
and Technology

CODE OF CONDUCT

of Berlin Partner for Business and Technology
updated 2024, December 18





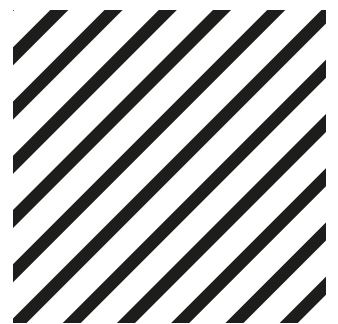
Dr. Stefan Franzke
CEO of Berlin Partner
für Wirtschaft und
Technologie GmbH

As an internationally active business development organisation, we support Berlin's economy in its innovative projects and are committed to a future-oriented and sustainable business location. We are convinced that diversity and different perspectives in our own company make a decisive contribution to the future viability of Berlin's economy. Our daily work and the success of our organisation are based on trust, integrity and respect. In order to fulfil the mandate of the State of Berlin and the expectations of our partners in the network, we align our actions with clearly defined values and common goals. We see these values as the foundation of our work, which we want to preserve and at the same time continuously develop further.

This Code of Conduct serves as a binding guideline for our daily actions. It describes the principles and standards that guide us and underlines our commitment to responsible, transparent and values-based business practices. With our Code of Conduct, we create a clear framework that guides us in our behaviour and our dealings with one another, and a working environment that is characterised by fairness, respect and openness – the foundation for a trusting working relationship. This code of conduct is not only a guideline, but also an expression of our corporate culture. It ensures that we all, regardless of our position, take responsibility and apply the same high standards.

Dr. Stefan Franzke

A handwritten signature in blue ink that reads "Stefan Franzke". The signature is fluid and cursive.



PREAMBLE FOR OUR ACTIONS AT BERLIN PARTNER

The Code of Conduct is a unifying behavioural principle of Berlin Partner, which describes the central corporate values. The management stands for the guidelines for our actions formulated here and expects its managers and employees to comply with them as well. All employees familiarise themselves with the content as the basis for our daily work and act accordingly.

All employees receive regular and mandatory training on the essential content. Our managers are the first point of contact for questions and support their employees in acting lawfully and in accordance with Berlin Partner's values. Our business partners can trust that all employees will behave in accordance with the regulations in their business dealings.

RESPONSIBILITY FOR ONE ANOTHER MOVES US FORWARD

We ensure a safe, healthy working environment and the further development and participation of all. In order to promote equality and diversity, we are committed to a continuous improvement process and ensure that everyone works together in a respectful and discrimination-free manner.

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We are working together to promote Berlin as a sustainable and liveable business location. We bring people together as a point of contact for Berlin's business community and as a developer of Berlin's brand. With a clear stance in favour of democratic values, we represent our city within the scope of our core tasks, international relations and in our internal decision-making processes.

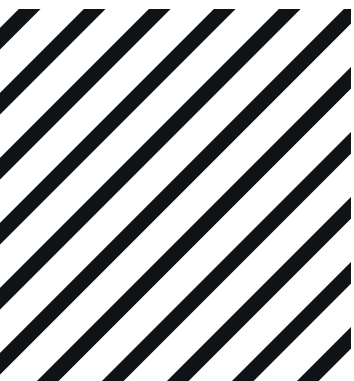
Compliance with **occupational safety and health protection** in the workplace is a matter of course for us. This applies both to our own employees and to employees in our value chain. Applicable safety guidelines and standards must be observed and unsafe conditions or behaviour must be reported immediately in order to prevent hazards. In addition

to safe working conditions, fair remuneration systems and sports programmes, we ensure a physically and mentally healthy working environment by providing a good work-life balance.

We ensure respectful and appreciative **communication** in which active listening and feedback lead to a constructive exchange. Access to knowledge is organised transparently. Suggestions for improvement and a change of perspective bring us closer together and help us move forward together. We support and advise each other and examine any concerns expressed in the spirit of a positive error culture without prejudice. We reflect on standardised activities in creative collaboration, thereby strengthening self-organisation, self-efficacy and mutual trust.

We are committed to an organisational culture of **diversity** and a prejudice-free working environment. No person may be discriminated against in the course of their work on the basis of their gender, ethnic origin, religion and belief, disability, chronic illness, age, language, sexual and gender identity, social status or other characteristics.

By means of regular **training measures** on the prevention of and handling of discrimination, all employees are to be sensitised and qualified to conduct solution-oriented discussions. In this way, we ensure that a selection of qualified contact persons is available. To strengthen this commitment and organisational learning towards future viability, we have signed the [Diversity Charter](#), an employer initiative to promote diversity in companies.



GOOD CORPORATE GOVERNANCE IS THE BASIS OF OUR WORK

We ensure compliance with applicable laws and our policies. In addition to maintaining integrity to protect our business interests, we treat our business data confidentially.

For Berlin Partner it is a matter of course to act in a transparent and economically responsible manner. To achieve this, it is essential for us to comply with the applicable laws, generally recognised ethical rules and internal company regulations. Conflicts of interest should be avoided or reported immediately in order to preserve the integrity of Berlin Partner.

We create transparent and fair competitive conditions and ensure that we use all company resources responsibly and exclusively for legitimate business purposes.

Procurement for business purposes. In our business relationships, we also pursue a **zero-tolerance policy** towards any form of corruption or bribery.

The interaction between management and the Supervisory Board is regulated in our **Corporate Governance Code**. Berlin Partner is particularly committed to accountability, responsibility, confidentiality, professionalism and transparency as well as equality between men and women.

ECOLOGICAL RESPONSIBILITY SECURES OUR PATH



We pay attention to resource conservation and pursue a comprehensive approach on our path to operational emissions reduction. Our ecological responsibility is reflected in our behaviour as well as in our processes and core tasks.

We strive to align our actions through environmentally friendly and careful use of natural resources so that our ecological livelihoods can be preserved and regenerated for future generations. This means that we assess the necessity of purchases regarding their longevity, environmental compatibility, reparability and recyclability (see [Checklist Sustainable Procurement](#)). We avoid emissions and waste and pay attention to economical energy consumption at our workplaces and when travelling and we separate waste by type.

In accordance with the [Corporate Sustainability Reporting-Directive](#), we disclose the impact of our activities on people and the environment on an ongoing basis. In line with the Paris Climate Agreement, we are pursuing our operational emission reduction targets across all areas by further developing emission reduction measures. We motivate each other to introduce and implement new processes that improve our ecological foundations. In order to remain future-proof, we qualify ourselves accordingly and embed environmentally relevant measures in our processes.

In addition to our own environmentally friendly actions, we are continuously developing our range of services, campaigns and events in order to promote sustainable business practices at our location. We are open to suggestions and proposals for improvement.

INDIVIDUAL CASES AND RELATED DOCUMENTS

The formulated principles cannot regulate all conceivable individual cases. Every Berlin Partner employee is therefore expected to align their own behaviour with this independently and on their own responsibility. The guidelines on corruption prevention, data protection and all guidelines (e.g. procurement/contracting and business trips as well as other applicable documents) are available centrally on the intranet.



REPORTING CHANNELS

Every member of our organisation takes responsibility for their actions. It is expected that possible violations of the Code of Conduct be reported. In this way, you help to clarify and eliminate misconduct and grievances and protect us and the company against risks or damage that may result from this.

The following contact persons are available to report any violations

- Direct manager
- Department heads
- Head of Human Resources
- Compliance officers (also anonymised via the [whistleblower tool](#))

Business partners can contact us with any questions regarding the Code of Conduct:
info@berlin-partner.de

