

# Code of Conduct

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## 1. Introduction

auxalia GmbH has been one of the leading Autodesk-based software providers for the construction industry since 1987 and is committed to ecologically and socially responsible corporate management. We take responsibility - for our employees as well as for our customers, ourselves and the goals of our company. Our focus is on helping our customers to plan, build and operate more sustainably. We strive to continuously optimize our business activities and our products and services in terms of sustainability and ask our suppliers to contribute to this in the sense of a holistic approach.

We also expect our employees to observe the principles of ecological, social and ethical behavior and to integrate them into the corporate culture.

The guidelines are based on national and international standards and conventions, such as the principles of the UN Global Compact, the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights and the relevant conventions of the International Labor Organization (ILO).

## 2. Scope of application

We also expect our suppliers and business partners, i.e. everyone who supplies auxalia GmbH with goods, services and information, to act responsibly and to commit themselves to the following basic principles and the validity of the following regulations for a common code of conduct. The expectations are also directed at subcontractors or sub-subcontractors.

A breach of this Code of Conduct may ultimately be reason and cause for the company to terminate the business relationship. This agreement comes into force upon signing.

## 3. Social responsibility

The obligation to comply with the law and all applicable laws arises from our corporate responsibility. As a supplier and business partner, we expect you to comply with the following basic principles:

### 3.1 Human rights

You respect the globally applicable regulations for the protection of human rights as fundamental and universally applicable requirements. This includes, in particular, that you as a supplier do not use forced labor or child labor.

### 3.2 Equal opportunities and non-discrimination

You do not discriminate against anyone on the basis of ethnic, national or social origin, skin color, gender, religion, ideology, age, disability, sexual orientation, political views, insofar as these are based on democratic principles and tolerance towards those with different opinions, or other legally protected characteristics, insofar as this does not conflict with mandatory law.

### 3.3 Fair wages and working hours

You ensure that your employees receive appropriate remuneration that at least corresponds to the legally valid and guaranteed minimum. If there are no legal or collectively agreed regulations, the remuneration is based on the industry-specific, local, collectively agreed remuneration and benefits that ensure a reasonable standard of living for the employees and their families. Working hours must comply with the applicable laws or industry standards.

### **3.4 Complaints mechanisms / whistleblower reporting office**

In accordance with the Whistleblower Protection Act, auxalia GmbH has set up a publicly accessible whistleblower reporting office at [www.auxalia.com](http://www.auxalia.com). As a supplier, business partner and customer of auxalia GmbH, you should pass on the information on the complaints procedure to your employees in an appropriate manner. The complaints procedure is accessible to employees while maintaining confidentiality of identity and effective protection against discrimination. If no notice is given, the supplier and business partner itself is responsible for setting up an effective grievance mechanism at company level for individuals and communities that may be affected by adverse impacts.

## **4. Ecological responsibility**

Protecting the environment and conserving natural resources is particularly important to us. With our management system in the area of environment and energy, we want to make a contribution to environmental and climate protection. As a supplier and business partner, we expect you to comply with the following basic principles in particular:

### **4.1 Compliance with legal requirements**

You assume responsibility with regard to environmental protection and comply with all legal requirements concerning the environment and sustainability.

### **4.2 Increase energy and resource efficiency**

You use natural resources sparingly and minimize the environmental impact of your production processes and products. You also make your contribution to reducing energy consumption and CO<sub>2</sub> emissions.

### **4.3 Reducing raw materials/resources and dealing with waste**

The use and consumption of resources, including water and energy, during production and the generation of all types of waste must be reduced or avoided. This is done either directly at the point of generation or through procedures and measures, e.g. by changing production and maintenance processes or procedures within the company, by using alternative materials, by making savings, by recycling or by reusing materials. They take a systematic approach to identifying, handling, reducing and responsibly disposing of or recycling solid waste.

## **5. Ethical business conduct**

auxalia GmbH stands for fair, open and transparent behavior in the business environment. As a supplier and business partner, we always expect you to act with integrity and to comply with the following basic principles.

### **5.1 Prevention of conflicts of interest**

You decide solely on the basis of company-related interests or criteria and are not influenced by personal interests or relationships.

## **5.2 Prohibition of corruption**

You reject any kind of corruption. You shall ensure that your employees, subcontractors, agents or other persons connected with the business activity do not offer, promise or grant any bribes, kickbacks, improper donations or other payments or benefits to third parties. This also applies to the acceptance of such unjustified advantages.

## **5.3 Fair competition**

The standards of fair business activity, fair advertising and fair competition must be complied with. They comply with applicable antitrust laws. In particular, they shall not enter into any anti-competitive agreements with competitors, suppliers or customers and shall not abuse any dominant market position.

## **5.4 Intellectual property**

Intellectual property rights must be respected. Technology and know-how must be transferred in such a way that intellectual property rights and customer information are protected.

## **5.5 Integrity and money laundering**

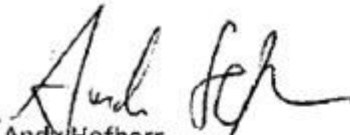




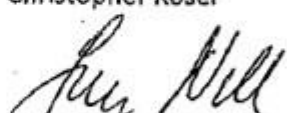


The highest standards of integrity must be applied to all business activities. You ensure that the applicable legal provisions against money laundering are not violated and always work with business partners whose integrity you have verified.

## **6. Confidential data and business secrets**

Confidential data and business secrets must be protected. As a supplier and business partner, you must comply with all applicable laws for the protection of personal data of employees, customers, suppliers and other persons involved. You shall not disclose any information about auxalia GmbH's trade and business secrets without prior written consent.

## 7. Approval of these guidelines by auxalia management

This policy is communicated to and supported by all auxalia employees. This Code of Conduct was approved by management on April 23, 2024:

 Andy Hofherr	 Robert Hible
 Bernd Schlenker	 Christopher Kosel
 Frank Pleis	 Susanne Nell
 Carsten Bohrmann	 Tina Osia

## 8. Acknowledgement and consent

We hereby confirm that we have received, read and understood the Code of Conduct for Suppliers and Business Partners of auxalia GmbH. By signing this document, the supplier and business partner undertakes to act responsibly and to comply with the principles/requirements listed. The supplier and business partner undertakes to communicate the content of this code to employees, agents and subcontractors in a comprehensible manner and to take all necessary precautions for the implementation of the requirements.

Place, date:

Company name:

Contact person:

Function:

E-Mail:

Telephone:

Signature / Company stamp: