

## Supplier Code of Conduct of Münchener Hypothekenbank eG

agreed upon between

*Supplier's name*

*(the Supplier)*

and

**Münchener Hypothekenbank eG** *(the Purchaser)*

Contract ID Matrix42: CRT

## 1 Preamble

The success of Münchener Hypothekenbank eG ultimately depends on the trust of its customers, business partners, members and investors, as well as that of its employees. This Supplier Code of Conduct creates an additional basis for preserving this trust and further expanding it.

This Supplier Code of Conduct sets forth the Purchaser's principles and defines the requirements it places on suppliers of products and services in terms of the responsibility they owe to humankind and the environment.

Münchener Hypothekenbank expects its suppliers to adhere directly to the values and principles described in the following and to strive to ensure that their upstream suppliers in the supply chain also adhere to them.

## 2 Compliance with statutory requirements and ethical conduct

For Münchener Hypothekenbank, it is a standard expectation that suppliers respect and observe the official requirements applicable in their respective legal systems. Münchener Hypothekenbank's suppliers are expected to conduct themselves in a lawful, upright and ethically correct manner. In particular, this means that they are to act responsibly and, in doing so, exhibit care, diligence, competence and commitment without paying regard to irrelevant considerations. This includes providing adequate remuneration, paying the statutory national minimum wage, and not employing, allowing to be employed or tolerating the employment of any workers who are not at least 15 years old or, if they are working in countries that are covered by International Labour Organization (ILO) Convention 138, which allows exceptions for developing countries (where the minimum age may be reduced to 14), are at least 14 years old.

## 3 Bribery and corruption

Münchener Hypothekenbank supports international efforts to prevent bribery and corruption, and it expects suppliers not to tolerate any form of corruption and to actively implement anti-corruption measures at their establishment.

## 4 Money laundering and financing of terrorism

Münchener Hypothekenbank is committed to the goal of preventing and combating money laundering and terrorist financing. It only does business with partners whose identity has been properly established. It therefore expects suppliers also to comply with relevant statutory obligations concerning the prevention of money laundering and to avoid involvement in money-laundering activities.

## 5 Respect for employees and third parties

Suppliers must not employ anyone against their will. They must show respect for all people, irrespective of their ethnic origin, religion, ideology, disability, sexual orientation, gender or age, uphold their dignity and show consideration for their rights and privacy. They must make an effort to learn about and understand the beliefs and concerns of others.

Suppliers must take appropriate measures (e.g. through internal policies and standards, established processes and agreements with contract partners) to ensure that both their business and their supply chain are free of forced labour, slavery and human trafficking.

Where legally permissible, suppliers must acknowledge the freedom of employees to organise and refrain from either advantaging or disadvantaging employees based on their membership in labour organisations.

## 6 Environmental protection and safety

Münchener Hypothekenbank's suppliers must adopt a responsible approach toward the environment. This not only means observing environmental laws but also that they are to strive continuously to protect natural resources and to find and give preference to environmentally friendly solutions.

In addition, suppliers must take responsibility for the health and safety of their employees, ensure that maximum working times prescribed by statute are complied with and take all necessary proactive measures to prevent accidents and occupational illnesses.

## 7 Compliance

Münchener Hypothekenbank is entitled to request the Supplier to furnish written information about compliance with this Supplier Code of Conduct once per year following reasonable notice, as well as at any time where there are indications of a material breach. Requests for information are to be made in writing, with assurance that the Supplier's legitimate interests, particularly its business and trade secrets, and the rights of employees, particularly concerning data protection, will be safeguarded.

Münchener Hypothekenbank is entitled to terminate any or all contractual relationships with the Supplier without notice in writing if it seriously breaches this Supplier Code of Conduct and continued collaboration would be unreasonable to expect. A serious breach of this Supplier Code of Conduct includes a breach of the prohibition of child labour, as well as bribery and corruption. In the case of other breaches of this Supplier Code of Conduct, the Purchaser will be entitled to exercise the aforementioned right of termination if the Supplier was given the opportunity to remedy the breach by a reasonable deadline and failed to do so. This Supplier Code of Conduct does not affect any other rights and entitlements contractually agreed upon between Münchener Hypothekenbank and the Supplier.

*Place, Date*

*Place, Date*

**For Purchaser**

**For Supplier**

*Name:*

*Name:*

*Title:*

*Title:*

*Name:*

*Name:*

*Title:*

*Title:*