

Human and Labour Rights Guidelines of the Körber Business Area Technologies

Responsible for the document: Executive Board Business Area Technologies

Modification log

Valid from 01 January 2021

Date	Modification	Type of modification				
01 March 2022	Introduction Whistle-blower-process	actualisation				
01 Sep 2022	Rebranding, from Körber BA Tobacco to Körber Business Area Technologies	Rebranding & adjustments				



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1 Introduction who we are

The Business Area Technologies is part of the international technology group Körber with 12,000 employees at more than 100 locations worldwide.

We develop customized solutions in the areas of machinery, equipment, software, measuring instruments, flavors, and services with a focus on the food and beverage industry. As strategic partners, our 4,000 experts create a unique technology ecosystem based on innovative solutions, always focusing on our customers' goals.

Körber Technologies GmbH is the leading company in the Körber BA Technologies and has its headquarters in Hamburg, Germany.

1.1 Our corporate guidelines

Based on the Körber AG Code of Conduct¹, the Policy Statement of the Körber Group on the Human Rights² Position and Environmental Obligations and the Körber BA Technologies' Corporate Guidelines³, we follow the following guidelines:

We behave in an appreciative and respectful manner.

We respect the dignity and rights of every individual.

We see it as our responsibility as a company to help improve living conditions on our planet.

We take responsibility for the impact of our business activities.

We are committed to making a positive contribution to the realisation of human rights and the wellbeing of our employees and the people in our supply chains.

2 Commitment: what we stand for

We are committed to respecting human and labour rights in our own activities. We promote respect for human and labour rights in our relationships with business partners along the value chain. On this basis, we are committed to the following internationally recognized standards⁴:

- United Nations Universal Declaration of Human Rights
- UN Guiding Principles on Business and Human Rights
- International Covenant on Economic, Social and Cultural Rights (ICCPR)
- Fundamental Principles and Rights at Work of the International Labour Organization (ILO)
- ILO Trilateral Declaration of Principles concerning Multinational Enterprises
- Ten principles of the UN Global Compact
- OECD Guidelines for Multinational Enterprises.

¹ Körber AG Code of Conduct

² Körber_AG_Policy_Statement_Human_Rights

³ Corporate Guidelines of Körber GF Technologies

⁴ See Appendix 1 for explanations and sources



2.1 How we want to operate

As an internationally active company, we are part of many societies and maintain business relations with partners all over the world. We act both as an organization and as a group of individuals. Our standards apply worldwide, even if they voluntarily go beyond local legal requirements. In our own activities, we are strict about complying with human rights and ILO core labour standards.

2.2 We comply with applicable laws and regulations

We respect the sovereignty of the states. We comply with applicable laws and work with governments and their respective agencies to promote human and labour rights. In the event of conflicting requirements or standards, for example in countries where national laws, regulations or customs differ from, restrict or contradict internationally applicable standards such as those of the ILO, we follow international ILO standards to the extent permitted by local law.

We do not tolerate any form of corruption and are committed to fair business practices. Even where states fail in their duty to protect human and labour rights, we remain committed to human dignity and the inalienable rights of all people in our business activities.

3 In our own activities: how we behave

3.1 Labour and social standards

Our standards comply with applicable laws and regulations and go beyond them in many areas. Our focus on respecting internationally recognized labour and social standards as the basis of our actions is anchored in our global corporate philosophy. Key points of reference are the United Nations (UN) Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises, and the International Labour Organisation (ILO) Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy.

3.2 Our employees

3.2.1 Health & Safety

Health and safety in the workplace are our top priority and we are continuously working to improve our safety record. The Körber BA Technologies health & safety handbooks form the basis for safe conduct in a safe working environment. Our employees participate in regular training to promote safety-conscious behaviour and prevent workplace accidents.

3.2.2 Diversity

We aim to create fair, diverse and inclusive workplaces, characterized by mutual trust, respect, and dignity between all employees. We do not tolerate sexual harassment or other forms of abuse or discrimination.



3.2.3 Discrimination

We implement equal opportunities without discrimination on the basis of ethnic background, gender, age, religion, national or social origin, disability, marital status, sexual orientation, gender identity or any other criteria that are prohibited by law. This includes equal pay for equal work and the targeted promotion of a higher proportion of women in mechanical engineering and the inclusion of people with disabilities.

3.2.4 Forced & Child labour

We do not tolerate any form of child or forced labour, slavery, or human trafficking. We recognise freedom of association, support collective bargaining and social partnerships. We advocate performance-related pay, the right to reasonable working hours, paid leave, maternity-, and parental leave. We ensure proportionality in disciplinary action.

Our Corporate Guidelines of the Business Area Technologies defines values and guidelines for the entire Körber BA Technologies. Our employees take part in regular training courses to ensure that they behave appropriately.

3.3 Dealing with legal deviations in individual countries

On the basis of this company-wide guideline and with respect to international human rights and labour standards, the national laws of all countries in which the Körber BA Technologies operates are systematically analysed on a regular basis. If conflicts with national law or custom arise, we strive to act in accordance with our values and internationally recognized fundamentals without violating the law of the country in question. In countries where the internationally recognized right to freedom of association and collective bargaining is restricted by law, internal BA Technologies regulations are applied to ensure international standards as part of an internal systematic dialogue with employees.

3.4 Our locations and neighbours

At our locations, we aim to be a good neighbour, respecting existing rights and helping to meet the needs of communities and their residents. We create jobs and contribute to local value creation.

We are committed to an open exchange and dialogue between citizens and the respective location management in order to strengthen trust in our activities.

We always strive to produce safely for people and the environment. Safety and health in our operations and in the vicinity of our locations are a priority for us. To take appropriate protective measures, risks are considered in terms of both the probability of an incident and its potential impact. We do our utmost to be adequately prepared for incidents.

We are responsible for the protection of our locations and the safety of our employees.

The security personnel at our locations around the world receive regular training on how to deal with the local situation in compliance with the relevant laws. Our aim is to ensure that our security personnel are able to respond competently, appropriately and proportionately to the security situation at all times.



3.5 Our products

We work continuously to develop and promote safe products and their safe use. We provide information about our products in appropriate local languages and offer training for customers.

4 With our suppliers and service providers: together

In our business activities, we rely on partners such as service providers and suppliers. These in turn rely on other partners along the value chain.

We expect all our partners to comply with internationally applicable human and labour rights and to ensure this for other partners along the value chain. We expect our partners to have established appropriate structures to prevent, contain and address human rights abuses that they have either caused or contributed to.

Whenever we become aware of human rights violations in our value chain, we will call on our partners to put an immediate end to them. Where appropriate, we support our partners, civil society or cross-sector initiatives to address relevant challenges together and from a broader base. In other cases, we will look for alternative business opportunities and reserve the right to terminate a business relationship.

4.1 Service providers

We contractually oblige our service providers to comply with our minimum standards with regard to human rights, working conditions, training and equipment and to ensure compliance with these standards. We treat the employees of our service providers with the same esteem and respect as our own employees. Conversely, we expect them to behave responsibly and to comply with our location rules.

4.2 Suppliers

We also expect our suppliers to respect human and labour rights. The Körber AG Code of Conduct for Suppliers is part of our standard procurement contracts and General Terms and Conditions of Purchase⁵. The Körber BA Technologies reserves the right to terminate the business relationship if a supplier fails to comply with the aforementioned obligations. We identify the supply chains with the highest risk, for example in countries where human rights violations are more frequent, in industries where poor working conditions or irresponsible practices are more common. In such cases, we work closely with the respective supplier to ensure that it meets its human rights obligations⁶.

4.3 Customers

Through research and innovation, we help our customers meet the needs of society today and in the future. We want to develop sustainable and beneficial solutions. Our product stewardship specialists

⁵ Körber AG Supplier Code of Conduct

⁶ Sustainable Purchasing Guideline V.2



identify potential risks in the handling, use and disposal of our products and provide advice to minimize potentially negative impacts. To ensure that our products do not pose a risk to humans or the environment when used responsibly and as intended, we work continuously with all relevant stakeholders.

5 Preventive due diligence

We systematically integrate the assessment of human rights aspects into our corporate governance and decision-making, for example when investing in locations, facilities, and equipment. We try to identify possible effects of our business activities on the local human rights situation in advance and to avoid negative effects. By regularly updating (every two years) our risk assessments, we strive to identify where we ourselves and our businesses are exposed to risks and how to avoid them. We take vulnerable people into account, including indigenous peoples, minorities, people with disabilities, young workers and expectant parents.

6 Awareness raising and dialogue: we listen and respond

We embed our responsibility to respect human rights in our daily actions and in all our functions.

As stakeholder of Körber BA Technologies and its individual companies we greatly value a corporate culture marked by open and mutual trust. Thus, we encourage every employee to turn to his usual contacts within the company, in particular superiors or the local Management Board as well as the responsible Compliance Officer, in the event of any compliance risks. The same applies for our business partners and any other persons who would like to report any suspected human rights violations.

You may use the following contact form to provide specific indications of serious breaches of the Körber BA Technologies Labour- and Human Rights Guideline in the areas of human rights violations while remaining anonymous⁷. Critical questions, concerns and complaints are always heard. We ensure that all reported concerns are followed up.

7 Implementation

The implementation steps for new guidelines in the Körber BA Technologies are outlined in the guideline of the Business Area Tobacco for creation of guidelines. The implementation of the Human Rights Guideline is accompanied by a implementation plan that describes the goals, intermediate steps and timetables for implementation, as well as a special training program for all employees (see Appendix 2).

The Körber BA Technologies's Labour and Human Rights Guideline details the Policy Statement of the Körber Group on the Human Rights Position and Environmental Risks for the companies of the Körber BA Technologies. The Human Rights Officer of Körber Group is responsible for implementation at Körber Group level in cooperation with the responsible persons from Körber GF Technologies (organisational structure Appendix 3). The Sustainability Manager of Körber Technologies is

⁷ Compliance-violations-form



responsible for the implementation of the Human and Labour Rights Guideline, he coordinates the monitoring with the assigned responsible persons from the organisations in the BA. He is also responsible for communicating the BA results to the Human Rights Officer of Körber Group.

We document relevant developments in our human rights activities in our own progress report and in the Sustainability Report of the Körber Group.

As we strive to continuously improve, this human rights position will be further developed in the future as needed, at latest after 5 years.

CEO Jürgen Spykman

29.08.2022



Appendix 1 International agreements and guidelines

UN Universal Declaration of Human Rights

The Universal Declaration of Human Rights (Resolution 217 A (III) of 10.12.1948) consists of 30 articles adopted by the United Nations. The Universal Declaration of Human Rights is a dynamic document designed to ensure the greatest possible protection of all human beings in the here and now.

https://www.ohchr.org/en/universal-declaration-of-human-rights

UN Guiding Principles on Business and Human Rights

The United Nations has developed the UN Guiding Principles on Business and Human Rights. They were unanimously adopted by the United Nations Human Rights Council in June 2011. They are not legally binding, but form a consensus between the international community, business and civil society.

The UN Guiding Principles consist of three pillars. The first pillar emphasizes the state's responsibility under international law to protect and implement human rights: States have an obligation to protect all persons living on their territory. The second pillar describes an independent responsibility of companies. They should exercise due diligence to ensure that human rights are respected in all their activities. The third pillar focuses on those affected and their right to redress. The state and companies must set up complaints mechanisms to which those affected can turn and which guarantee appropriate redress in the event of damage.

https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf

The International Covenant on Economic, Social and Cultural Rights

The International Covenant on Economic, Social and Cultural Rights (ICCPR) was adopted by the United Nations General Assembly on December 16,1966, together with the International Covenant on Civil and Political Rights (Civil Covenant) (resolution 2200A (XXI)). It entered into force under international law on January 3, 1976. Economic, social and cultural rights, together with civil and political rights, form an indivisible whole.

The Social Covenant obliges states to ensure non-discriminatory access to economic, social and cultural rights, including the rights to health, education, work, housing, water, sanitation and participation in cultural life. Article 2 (1) of the Social Pact establishes a progressive implementation of these rights: States Parties must exhaust all possibilities to progressively realize rights for all.

The Optional Protocol to the Social Covenant entered into force under international law on May 5, 2013. It includes an individual complaints and investigation procedure and a state complaints procedure.

https://www.ohchr.org/sites/default/files/cescr.pdf

Declaration on Fundamental Principles and Rights at Work (1998)



With the ILO Declaration on Fundamental Principles and Rights at Work, the ILO core labour standards have acquired the status of human rights and thus universal validity, regardless of whether member states have ratified the standards. As human rights, the ILO's core labour standards are the backbone of a decent world of work.

https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/---ilo-berlin/documents/normativeinstrument/wcms_193727.pdf (Englisch)

ILO Trilateral Declaration of Principles concerning Multinational Enterprises (V.3)

The fundamentals set out in the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration) are intended as guidelines for multinational enterprises, governments and employers' and workers' organisations in areas such as employment, training, working and living conditions and industrial relations. These fundamentals are essentially based on principles contained in international labour conventions and recommendations. The ILO Declaration on Fundamental Principles and Rights at Work and its follow-up, which is recognised worldwide as indispensable for achieving the goal of decent work for all, also underpins the guidelines. Appendix 1 contains a list of labour conventions and recommendations relevant to the MNE Declaration.

https://www.ilo.org/empent/Publications/WCMS_101234/lang--en/index.htm

Ten principles of the UN Global Compact

The United Nations Global Compact is the world's largest and most important initiative for responsible corporate governance. Based on ten universal principles and the Sustainable Development Goals, it pursues a vision of an inclusive and sustainable global economy for the benefit of all people, communities, and markets, now and in the future. By joining, more than 15,000 companies and organisations from civil society, politics, and science in more than 160 countries are already showing that they want to make this vision a reality. (As of April 2021) https://www.globalcompact.de/en/about-us/dgcn-ungc.php

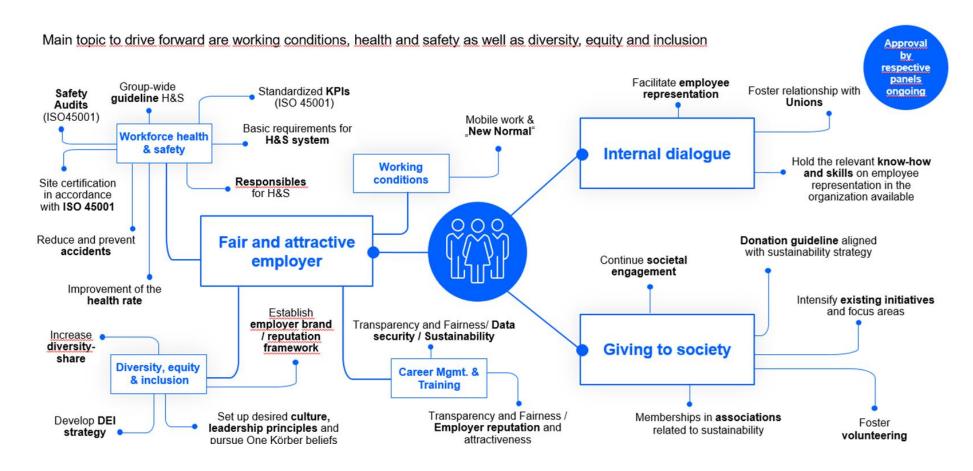
OECD Guidelines for Multinational Enterprises

The OECD Guidelines for Multinational Enterprises are recommendations addressed by governments to multinational enterprises operating in or from the acceding countries. They provide non-binding principles and standards for responsible business conduct in a global context that are consistent with applicable laws and internationally recognized standards. The Guidelines are the only multilaterally agreed and comprehensive code of responsible business conduct that governments have committed to promoting. https://mneguidelines.oecd.org/mneguidelines/



Appendix 2: Summary Implementation Plan Labor and Human Rights until 2025

The goals and measures of the Körber BA Technologies support the achievement of the overarching goals of Körber Group: Körber`s strategy for the social dimension of sustainability





Focus Field	d Main Goal		Measure – How do we want to achieve the goal?		KPI – How do we perform?	Scope	Ti	Timeframe – When do we want to achieve the goal?	
Respect human & workers' rights	Technologies companies are the ILO	a. b.	Develop a new questionnaire to monitor the developments for labour and human rights Annual monitoring	•	100% of locations/sites reported on basis of the new labour and human rights questionnaire	Global Level	a. b.		
	All employees and stakeholders have access to a neutral and transparent grievance mechanism for human & labour rights	a.	Implementation of a human & labour rights grievance mechanism accessible to all employees and stakeholders	•	Implementation finalized Numbers of open and finished complaints	Global Level	a. b.	Implementation finalized Q1 2022, first report 2023, continuing	
	All employees are informed and aware of labour & human rights topics	a.	Employees receive an information and sensibilization campaign about human & labour rights.	•	100% of the employees received information and sensibilization campaign	Global Level	a. b.	100% till Q3 2022, Information about the new guidelines till mid of 2023	
Employee Health & Safety	Employee Health & Safety	a.	We are starting to analyze and draw up the occupational safety organization for the Bergedorf and Schwarzenbek sites in accordance with ISO 45001. At the same time, we will discuss and review the future expansion / integration to the other locations of the Körber BA Technologies.	•	Chart of occupational health and safety organization according to ISO 45001		a. b.	100 1001	



Promoting occupational safety	b. c. d. e. a.	between the Group and the BA Definition of the health index, occupational accidents and other metrics Reporting Health & Safety for the Körber BA Tec for 80% of employees Definition of health/safety strategy with active supporting measures (e.g. Körber BA Technologies Sports) Roll-out plan per site Include accident frequency and severity in existing questionnaire on occupational health & safety	 % of covered employees in the reporting Final strategy Roll out plans 	Global a. c. d. e. Global a. Level b.	06/2022 09/2022 12/2022 2023- 2024 Questionnaire June 2022 Annual reporting
Promoting occupational safety	a. health & b.	End of Year global reporting of employee absences (all types of absences) in relation to all employees Annual monitoring	3	global a. evel b.	
Promoting me health of emp		checklist for mental health issues is available (since 1995 for Hamburg)	A guide has been developed which strengthen the awareness of mental health issues.	ocal a. evel b.	In Hamburg continuing Global outreach 2023



						& global		
Being a fair and attractive employer	Working conditions: We support remote work (where possible) and work-life- integration	a. b.	Check actual situation at all sites and define and implement a policy for working remote we check need / whishes / possibilities for better work life integration Define plan per site / country in alignment with group companies	•	Numbers of policies Numbers of implementation plans	global level	a. b. c.	2022 2022 2023
	Diversity, Equity, Inclusion (DEI)	a. b. c.	Coordination of DEI initiatives between Körber Group and Körber BA Technologies. Definition and development of a DEI strategy for the Körber BA Technologies inkl. KPI DEI communication strategy - internal & external (coordinated with the Körber Group) Establishment of DEI reporting in line with the Körber Group	•	Finalized strategy Finalized communication strategy Reporting structure is implemented	global level	a. b. c. d.	06/2022 09/2022 01/2023 03/2023
	Career Management and training	a. b. c.	All Managers level 3-7 participated in the Talent Management system GPS*** Succession planning and deputy appointment done Structured and documented Employee Dialog/Appraisal >90% of all employees Career management on a need base per position or candidate	•	% of participants % of appraisals reporting	global level	a. b. c. d. e.	12.2022 12.2022 12.2023 03.2023 09.2023



		e.	Structured training planning and reporting for > 90% of all employees			
Internal Dialogue	We keep (main) employee representation bodies informed on our Business Strategies		Regular Meetings at all sits where representative body is existing Do specific meetings on specific topics (changes/strategies) beyond legal need volve all management levels	Continuous improvement	global level	Continuous improvement
Giving to Society	We continue our social engagement by donation campaigns and volunteer engagement; engage people for selection of projects	b.	Keep yearly donation for existing campaigns (25 Euro / employee) @ Hamburg/Pecs Set up structure at all sites with >20 employees and initiate it Create campaign on social days (e.g. We mookt dat) at all sites > 50 employee Support the social activities of our employees at alle sites	Sum spent Examples of donations or social activities	local level & global level	a. ongoing b. 08/2022 c. 09/2022 d. ongoing



Implementation Sustainable Procurement

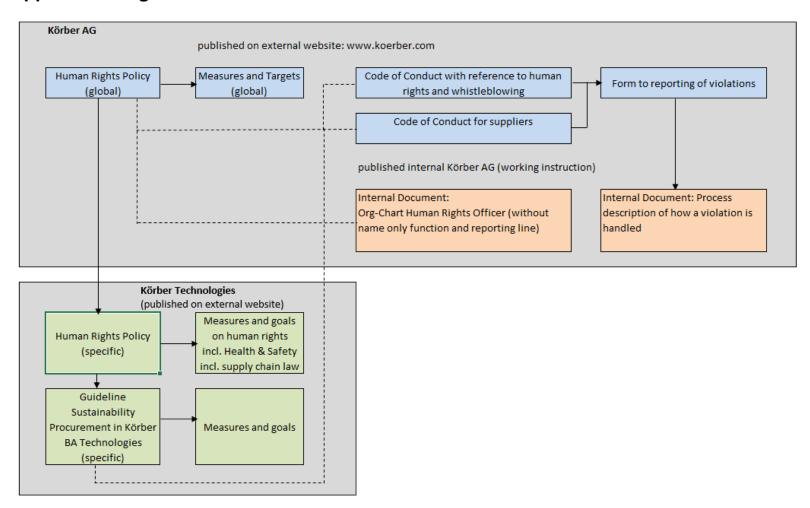
Focus Field	Main Goal	Measure – How do we want to achieve the goal?	KPI – How do we perform?	Scope	Timeframe – When do we want to achieve the goal?
Responsible Supply Chain	All direct subcontractors and service providers are analyzed against human & labour rights risks and if necessary appropriate mitigation measures are implemented	 a. Developing and providing a risk assessment to all immediate suppliers and service providers in regard to i.a. human & labour rights b. Development of a due diligence procedure and implementation for direct subcontractors and service providers 	 Risk assessment developed and provided by software service provider 100 % supplier with valid risk assessments Due Diligence procedure development and implemented for immediate subcontractors & service providers 	global level	 a. Start of risk assessment in Q2/2022 b. 60% suppliers with valid assessments at the end of 2022 c. 100% suppliers with valid assessments at the end of 2023 d. Development of the whole Due Diligence procedure Q 4 2022, roll out till 2025
	No harm of human rights at direct suppliers	 a. Körber Code of Conduct was communicated to all suppliers in the supply chain; furthermore, the basic principles are accepted by suppliers when accepting an order b. CSR - Risk assessment of suppliers developed and provided by software service provider 	 Communication on the introduction and entry into force of the Körber AG Code of Conduct to all active suppliers and as a standard before accepting new suppliers Inclusion of an acceptance reference for complying with the Code of Conduct in all order texts of all purchasing organizations 	global level	 a. Acceptance of the Code of Conduct trough the order process from all suppliers Q1 2022 b. 100% suppliers with valid assessments at the end of 2023 c. Risk Analysis procedure developed Q 4 2021 d. 100 % of all direct suppliers have been



Focus Field	Main Goal	Measure – How do we want to achieve the goal?	KPI – How do we perform?	Scope	Timeframe – When do we want to achieve the goal?
		c. implementation of the risk assessment in collaboration with the suppliers	 Implementation of CSR risk management for the supply chain Categorization of suppliers according to risk analysis and risk assessment of software service provider and implementation of an action plan Revision of decision templates for business relationships with regard to CSR risks Regular supplier visits to check for changes in CSR risks 		analyzed according to defined risk criteria and categorized into groups; corresponding measures per risk group have been planned; additional the SCM has to check the deviations in the risk assessment of the software service provider e. All decision templates for supplier selection have to be updated under the aspect CSR; templates are updated and reviewed by the end of 2023



Appendix 3 Organisational Chart





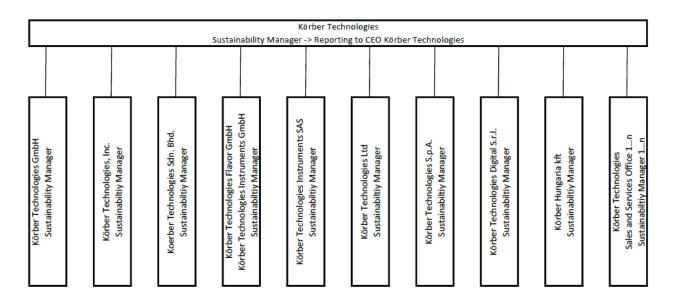
Appendix 4 Organisational Chart

The Sustainability Manager of Körber GF Technologies is responsible for implementing the Guideline for Human and Labour Rights in cooperation with the specialist departments; he coordinates monitoring with the assigned officers from the organizations. He is responsible for communicating the group results to the Human Rights Officer of Körber AG.



01.09.2022

Sustainability Organisation



HM001000, Sustainability Manager Körber Technologies