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Change history

Version	Date	Author	Revision note
1.0	25 August 2026	B. Genenger	First approved version

Distribution list

Name	Role/Department
Signatory	Managing Director, Head of Division
Intranet	All employees within the scope of application
Terms and Conditions	Business partners (via purchase department/SMS-website)

Approval

Name	Role	Approved	Date
H. Bechmann	Managing Director	yes	08-2026
B. Genenger	Managing Director	yes	08-2026
S. Gräf-Sternagel	Head of Division Engineering Process Equipment	yes	08-2026
M. Müllich	Head of Division Production Process Equipment	yes	08-2026
A. Stehlin	Head of Division Drying/High Viscosity	yes	08-2026
A. Blumberg	Head of Division Process Engineering	yes	08-2026
H. Springmann	Head of Sales Division	yes	08-2026

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1. Abbreviations and terms

Code of Conduct	A Code of Conduct is a set of rules of behaviour that apply to a company's employees. It contains guidelines on how employees should conduct themselves in a legally compliant, ethical and socially responsible manner.
International Bill of Human Rights	In order to give the human rights contained in the Universal Declaration a legally binding form under international law, the United Nations adopted two human rights covenants in 1966: the International Covenant on Economic, Social and Cultural Rights (Social Covenant) and the International Covenant on Civil and Political Rights (Civil Covenant). Both came into force in 1976. Together with the Universal Declaration of Human Rights and the two Optional Protocols to the Civil and Political Rights Covenant, they form what is known as the International Bill of Human Rights, a term that is particularly common in the English-speaking world.
International Labour Organisation (ILO)	The International Labour Organisation (ILO) was founded in 1919 and has been a specialised agency of the United Nations since 1946. The organisation is headquartered in Geneva. It has 187 member states worldwide. The aim of the International Labour Organisation (ILO) is to promote productive and decent work, which includes, amongst other things, strengthening workers' rights and improving social security.
UN Global Compact	The UN Global Compact is a voluntary initiative of the United Nations which aims to promote universal principles in the areas of human rights, labour standards, the environment and the fight against corruption through the active involvement of the business community in collaboration with civil society and the political sphere.
Youth Employment Protection Act (JArbSchG)	The Youth Employment Protection Act (JArbSchG) contains specific provisions for the protection of children and young people in the workplace. The aim of the Youth Employment Protection Act is to protect children and young people from excessive strain. The Act therefore protects young people from work that begins too early, lasts too long, is too strenuous, puts them at risk or is unsuitable for them. Child labour is strictly prohibited. The Youth Employment Protection Act protects young people under the age of 18. Persons under the age of 15 are considered children.

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2. Introduction

At Buss-SMS-Canzler GmbH (SMS), we are committed to upholding the United Nations Universal Declaration of Human Rights, the ten principles of the UN Global Compact, the International Bill of Human Rights and the conventions of the International Labour Organisation (ILO). As a central component of our corporate responsibility, we contribute to promoting decent working conditions and strengthening human rights.

SMS is actively committed to preventing human rights violations and ensuring fair working conditions in connection with our own business activities and those of our business partners. We have firmly enshrined this in our Code of Conduct for our employees and business partners.

3. Scope

The group of people covered by this policy and to whom Buss-SMS-Canzler is required to provide information comprises, without exception, all employees at all sites. This includes not only permanent and part-time employees, but also apprentices, long-term and short-term interns, temporary staff, working students, temporary agency workers and the like.

Furthermore, all our business partners are required to comply with the principles set out below.

4. Company Principles

4.1. Human Rights

We respect and promote **human rights** in accordance with the United Nations Universal Declaration of Human Rights. We avoid any discrimination on the grounds of gender, age, ethnic origin, religion, sexual orientation or disability: we uphold the right to freedom of expression and protection against physical, psychological or sexual abuse.

4.2. Child Labour

Our company strictly opposes **child labour**, and we expect the same of our business partners. This is based on the statutory age restrictions set out in the Youth Employment Protection Act. With regard to our apprentices, we pay particular attention to compliance with statutory regulations on working hours, rest breaks and hazardous work.

4.3. Modern slavery

We reject **modern slavery**, including **forced labour**, **human trafficking** and other forms of exploitation. In doing so, we are committed to respecting and protecting the freedom and dignity of all people.

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4.4. Rights of minorities and indigenous peoples

We support the rights of minorities and indigenous peoples by recognising their cultural, social and economic rights, and by ensuring equal access to employment opportunities and professional development. We reject any form of discrimination or disadvantage.

4.5. Fair working conditions

We ensure fair and timely remuneration in compliance with legal requirements and applicable collective bargaining agreements. Working closely with employee representatives is one of the basic principles of constructive collaboration and **fair working conditions**. This includes flexible work schedules for a healthy work-life balance. These working time models include, amongst other things, flexitime, part-time work and options for remote work. In addition, our employees are entitled to regular breaks and annual leave. We also grant special leave for specific occasions, such as weddings, the birth of a child, bereavements, etc.

During the recruitment process, key details regarding the most important terms and conditions of employment must be made transparent and set out in the employment contract. Employment contracts must be drawn up in writing and in language that the applicant can understand. Providing a safe and healthy working environment, including compliance with all health and safety regulations, goes without saying.

5. Training and professional development opportunities

Regular training and further development opportunities form part of the measures we take to support our employees' professional development. Our employees and business partners are also trained and informed about the content of this policy to raise awareness of human rights and working conditions.

6. Whistleblowing system

Any instance of a potential human rights violation or breach of fair working conditions can be reported anonymously and confidentially via the whistleblowing system. The system enables communication with an external officer responsible for receiving reports (whistleblowing). Every report of misconduct is investigated with due regard to the principle of proportionality. Based on the outcome, a decision is made as to which consequences are appropriate, necessary, and reasonable.

7. Risk Analysis and Management Review

Vulnerabilities along the supply chain are examined on the basis of reports received as part of regular management reviews and used to identify measures to prevent and minimise these vulnerabilities. This includes assessing implementation, monitoring progress and adjusting strategies where necessary. Based on the results of the risk analysis and management review, necessary improvements are made to ensure respect for human rights and fair working conditions.

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8. Review and updating of the document

This policy is to be reviewed regularly or as needed and revised when necessary and amended where appropriate.

9. Approval and change control

The Policy Human Rights and Working Conditions is subject to a change control procedure organised as follows:

- The Executive Management and the Divisional Management approve the content and wording of this policy by signing it.
- This statement is an integral part of the IMS. The policy must be available as documented information. It must be communicated within the organization and to business partners. To this end, the current version is posted on the intranet and the company website.
- Amendments to this policy are subject to revision process and must be approved by Executive Management and Divisional Management via signatures.