

# Abstract Code of Conduct



VORWERK

# Welcome to Vorwerk's **Code of Conduct**

This document serves as a guide for everyone associated with our organization, underlining our core values and business principles. It outlines the behavioral standards and ethics we expect everyone to uphold, creating a safe, respectful, and inclusive environment.

At Vorwerk, we foster a culture of integrity, professionalism, and respect. Our code of conduct is a roadmap in a continuously changing world, helping refresh your knowledge and guide your decisions. Following these principles ensures our organization remains a place that values diversity, ideas, and collaboration.

Our organization's success hinges on everyone's commitment to our mission. By embracing our Code and upholding its values, we build a stronger, more inclusive organization positively impacting the world.

We are aware of our obligation to respect the personal dignity, privacy and personal rights of all employees and advisors as well as our customers, service providers and suppliers.



## Our **Principles** of Conduct

Vorwerk is committed to conducting its business in an **ethically and legally impeccable manner at all times**. We believe that the way we conduct ourselves in our daily work is inseparably linked with **Vorwerk's reputation and sustainable success**.

Vorwerk employees must **comply with all applicable laws and also observe all customs, traditions and other social norms and standards** that we can rightly be expected to respect.

Our [Code of Conduct](#) contains **specific instructions and rules**. It also describes how Vorwerk ensures compliance and how you as an employee can support us in doing so.



## Respect for People and the Environment

All of our actions are characterized by **mutual respect, support, and teamwork**. We value open communication, continuous development, and diversity.

We recognize our obligation to **respect the personal dignity, privacy, and personal rights** of all employees, as well as those of our customers, service providers and suppliers. We also expect our business partners to respect these standards.

Vorwerk is committed to **sustainable and socially responsible management, the creation of safe and healthy working conditions** and the responsible use of our natural resources.

At Vorwerk, we know how to celebrate our success! At the same time, we are always aware that it is up to each individual to create an atmosphere of safety, mutual respect and inclusiveness.





## Correct **Treatment** of Business Partners and Third Parties

At Vorwerk, we firmly believe that only **fair competition** provides the environment in which we can be successful for our customers and sales partners in the long term.

Personal interests of employees must not influence Vorwerk's entrepreneurial actions; in return, we never exert any improper influence on the decision-making of our business partners, customers, or public officials. **The particularly sensitive area of granting and acceptance of gifts and invitations is covered comprehensively in the [Code of Conduct](#).**

We comply at all times with the relevant provisions intended to **combat corruption, bribery, and fraud**, and avoid even the mere appearance of a conflict of interest.

We do **not tolerate anti-trust and anti-competitive behavior**, neither from others nor from ourselves.

## Responsibility Towards our Company

We **protect the company's tangible and intangible assets** and its economic interests. In addition to the responsible handling of assets entrusted to us, **information security is a top priority.**

Vorwerk honors its obligations under agreements with third parties. This requires all employees responsible for concluding agreements and contracts to carefully weigh up the rights and obligations or risks before concluding a contract. This also includes obtaining qualified legal advice if necessary.

To maintain the trust of shareholders, employees, business partners, as well as the public and government bodies, **our documentation and reporting must always be correct and truthful.**

**Activities in the private sphere must neither interfere with our work for Vorwerk nor affect Vorwerk's reputation.**





## Helpful **Control Questions**

Do my actions and my decisions comply with the relevant laws and norms, as well as the Vorwerk values and internal regulations?

Are my actions and decisions always appropriate and free of personal conflicts of interest?

Does my decision stand up to public scrutiny?

Does my conduct support Vorwerk's reputation as a company that is committed to high ethical and legal standards?



## Speaking up

We expect every employee, but especially those in management positions, to **observe the Vorwerk Code of Conduct at all times** and to demand that their colleagues do the same.

If you have any doubts about a particular action, consult your supervisor, your local HR or compliance function. For cases where this does not seem possible, Vorwerk has also set up a [whistleblower platform](#).

Vorwerk will not take or tolerate any retaliation against employees who report violations. Vorwerk will not tolerate any attempts by employees to prevent them from making such reports.

