

At EXTRA TIME we provide our customers with home and professional services and assistance solutions in Luxembourg. We have an extensive network of suppliers and subcontractors who work with us daily to ensure the success of the assignments we have been entrusted with. As a responsible corporate citizen, the way we purchase our supplies or subcontract our operations has an impact on our reputation. In this respect, our suppliers play a key role in contributing to our sustainability policy and in controlling our supply chains.

Therefore, we expect our suppliers, i.e. all companies providing a service or supplying a product to EXTRA TIME, to adhere to the same ethical principles as those conveyed by EXTRA TIME and noted in this code of conduct, namely:

1. Ethical principles:

The supplier complies with all the laws that apply to its business. The supplier supports the principles of the United Nations Global Compact, the United Nations Universal Declaration of Human Rights, and the 1998 International Labour Organization Declaration on Fundamental Principles and Rights at Work, in accordance with national laws and customs. The following points are particularly relevant:

A. Human rights and fair labour practices

• **Child labour**

The supplier does not employ children under the legal minimum age of employment in the country or local jurisdiction. If the minimum age of employment is not established, it is set at 15 years. Workers under the age of 18 perform work that complies with legal requirements (e.g. regarding working hours and working conditions) and fulfils the general education or training requirement.

• **Compulsory work**

The supplier does not use compulsory, bonded or involuntary labour in any form. All work must be voluntary. Workers should be allowed to keep control of their identity documents (passports, work permits or other legal personal documents). The supplier ensures that workers do not pay any fees or other charges related to obtaining employment (e.g. to a labour broker) during the recruitment process and the employment period. The supplier is responsible for the payment of all costs relating to the workers (e.g. permits and taxes) where this is legally required.

Punishment, moral and/or physical violence are prohibited. Disciplinary policies and procedures are clearly defined and communicated to workers.

• **Remuneration and working hours**

The supplier shall comply with all applicable national legislation and mandatory industry and service standards governing working hours, overtime, wages and benefits.

The supplier pays the workers in a timely manner and clearly defines their remuneration conditions.

Deductions from wages as a disciplinary measure are not allowed if they are not legal.

- **Freedom of association and collective bargaining**

The supplier's employees are free to join or not join a trade union or employee delegation of their choice, without being threatened or intimidated. The supplier recognises and respects the right to collective bargaining in accordance with the applicable legislation.

- **Diversity**

The supplier promotes a welcoming work environment that values the diversity of its employees. The supplier excludes all forms of discrimination on the grounds of gender, race, religion, age, disability, sexual orientation and national origin or any other characteristic protected by law.

A. Health and safety

We expect our suppliers to aspire to put occupational health and safety laws into practice at a high level by applying a company-specific approach to health and safety management.

The supplier shall comply with occupational health and safety regulations and ensure a working environment free of health and safety hazards in order to protect third parties and to avoid work-related accidents, injuries and illnesses. This includes regular workplace risk assessments and the appropriate implementation of risk checks and precautionary measures. Employees should receive appropriate safety and health training.

2. Data protection and disclosure:

The supplier adheres to the applicable laws and regulations regarding data protection and security, in particular with regard to the personal data of customers, consumers, employees and shareholders. The supplier complies with all the requirements in question when collecting, processing, transmitting and using personal data.

The supplier shall protect and make proper use of confidential information. It shall not disclose any information unknown to the general public.

3. Influence peddling, corruption and conflicts of interest:

The supplier shall comply with national and international anti-corruption standards and applicable laws, regulations and standards. The supplier shall not offer or provide (directly or indirectly) any item of value in order to improperly influence official action or to secure an unlawful advantage in order to obtain or retain business.

A conflict of interest arises when an individual has a private/personal interest that may appear to influence their decisions. Such situations arise in the case of a blood relationship, marriage, common-law relationship, business association or investment. The supplier undertakes to disclose any actual or potential conflict of interest with EXTRA TIME staff.

4. Money laundering and financial records:

The provider shall comply with applicable laws and regulations designed to combat money laundering activities. The supplier shall establish and maintain financial records and reports in accordance with international laws and regulations.

5. Healthy competition:

The supplier shall comply with the applicable antitrust and competition laws.

6. Environment:

The supplier shall comply with all applicable environmental laws, regulations and standards and uses an effective system to identify and eliminate any potential environmental risks.

We expect our suppliers to take environmental protection into account in their own business activities in an appropriate manner, for example by setting and achieving climate protection targets.

7. Business continuity planning and crisis management:

The supplier is prepared for any possible disruption of its business (e.g. natural disasters, terrorism, software viruses, disease, pandemics, infectious diseases). This includes the establishment of emergency response plans to protect both people and the environment and the development of business continuity plans.

8. Compliance with the Supplier Code of Conduct:

EXTRA TIME reserves the right to audit suppliers' compliance with the Supplier Code of Conduct with reasonable notice. EXTRA TIME encourages its suppliers to adopt their own guidelines for ethical behaviour.

Any breach of the obligations contained in the Supplier Code of Conduct shall be considered as inexcusable misconduct on the part of the supplier, justifying the termination of the relationship with immediate effect and without any compensation being claimed from the supplier.

Supplier hereby agrees that the Supplier Code of Conduct shall apply to all contracts entered into by its subsidiaries.

Name :

Signature :

Date :

Stamp: