



Building a Sustainable Future: Our
Commitment to Environmental, Social, and
Governance Excellence
ESG guidelines & values

AdEx Partners

June 2024

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Introduction

At AdEx Partners, sustainability and responsible business practices are at the core of everything we do. We understand the significant impact organizations have on society and the environment. Therefore, we are dedicated to ensuring our operations align with the highest standards of ethical, social, and environmental responsibility.

Our Environmental, Social, and Governance (ESG) Policy document reflects our commitment to these principles. It encompasses our comprehensive approach to labor and human rights, employee conduct, and sustainable procurement. By integrating these concepts into our daily operations, we aim to foster a positive and sustainable future.

At AdEx Partners, we are proud of our dedication to ESG principles and our efforts to enhance sustainability performance. This document represents our ongoing commitment to conducting business responsibly, ethically, and sustainably. Together with our partners and stakeholders, we strive to make a positive difference and lead by example in the industry.

Thank you for joining us on this journey towards a more sustainable future.

Labor and human rights policy

Introduction:

AdEx Partners is committed to the highest standards of ethical conduct, guided by principles that underscore the significance of labor and human rights, employee health and safety, working conditions, social dialogue, and career management and training. This policy serves as a foundation for our commitment to these vital aspects of our workplace. At AdEx Partners, we feel responsible for contributing to making the world a better place. The goal of achieving positive social change and minimizing our negative impact on the environment is deeply embedded at all levels of AdEx Partners. For more detailed information about our Labor and Human rights metrics, please refer to our [latest United Nations Global Compact report](#) on our website.

Scope:

This policy applies to the following AdEx Partners companies:

- AdEx Beratungs GmbH
- AdEx Switzerland GmbH, branch office in Zug (Switzerland)
- AdEx Austria GmbH, branch office in Vienna (Austria)

Collectively referred to as AdEx Partners

This includes all office locations of AdEx Partners in Hamburg, Düsseldorf, Munich, and Zug, as well as all employees.

1. Roles and Responsibilities:

1.1 The leadership team and all partners are responsible for complying with this policy in their team and providing training if needed.

1.2 The HR team shall promote human and labor rights awareness and provide necessary resources and training to enhance understanding and implementation of the measures included in this policy.

Additionally, the HR team shall act as a contact point for employees to report any concerns or violations confidentially and safely.

2. Labor and Human Rights:

2.1. Non-Discrimination:

AdEx Partners strictly prohibits any form of discrimination based on race, skin color, gender, religion, national origin, sexual orientation, disability, or any other protected status. Equal opportunities and fair treatment are fundamental principles.

2.2. Child labor and Forced Labor:

The company unequivocally opposes child labor and forced labor, adhering rigorously to all applicable laws and regulations.

3. Employee Health & Safety:

3.1. Workplace Safety:

AdEx Partners provides a safe and healthy working environment through the implementation and maintenance of stringent safety measures.

3.2. Health and Wellness Programs:

The company will actively support employee health and wellness through access to healthcare services and wellness programs.

4. Flexible Work Arrangements:

AdEx Partners recognizes the importance of work-life balance and strives to provide flexible work arrangements whenever possible.

5. Social Dialogue:

5.1. Communication Channels:

The company fosters open communication between employees and management, establishing regular feedback mechanisms and channels for constructive dialogue.

5.2. Conflict Resolution:

Transparent conflict resolution processes such as a whistleblower procedure are in place to address workplace issues promptly and effectively.

6. Career Management & Training:

6.1. Professional Development:

AdEx Partners is committed to providing ample opportunities for career growth and professional development for all employees.

6.2. Training Programs:

Regular training programs will be instituted to enhance employee skills and knowledge, promoting continuous learning and improvement.

7. Document Communication:

7.1 This policy shall be made publicly available.

7.2 The HR team shall be responsible for maintaining and updating this human and labor rights policy document if necessary. Changes will be transparently documented at the end of this document.

8. Conclusion:

AdEx Partners remains steadfast in its dedication to fostering a workplace that upholds labor and human rights, prioritizes employee health and safety, ensures flexible working conditions, encourages social dialogue, and promotes career management and training. This policy reflects our ongoing commitment to creating a positive and inclusive work environment for all employees.

As part of our annual ESG reporting, this policy is subject to review and revision as necessary.

AdEx Partners

Employee code of conduct:

Preamble

Integrity, honesty, fairness, and legal compliance significantly contribute to the corporate culture and, consequently, the business success of AdEx Partners. AdEx Partners places great importance on adhering to these ethical and social values.

This compliance agreement applies to all employees of AdEx Partners, irrespective of their roles, responsibilities, or hierarchical positions.

An employee at AdEx Partners serves externally as a contact person for clients and business partners and internally as a crucial representative for our organization, whose behavior, whether positive or negative, will influence the perception of AdEx Partners. Therefore, every employee is expected to embrace the guidelines defined below.

1. Ethical Business Conduct

AdEx Partners strives to build lasting relationships with business partners and treat competitors with respect. We are dedicated to conducting business with the highest ethical standards, promoting transparency, and fostering a culture of integrity. All employees must uphold these rigorous ethical standards and comply with applicable laws in all aspects of their work.

2. Conflict of Interest and Consulting Assignments

Before accepting any consulting assignment and while providing consulting services, our employees are required to ensure that clients' goals and values align with our corporate values. If a conflict arises or is perceived, employees must involve the leadership table for assessment. The Leadership Table is authorized to decline the assignment's acceptance or, if the consultation has already commenced, to terminate the assignment after the proper completion of the activities.

3. Sustainability

AdEx Partners bears responsibility for environmental and climate protection - not only in the interests of all employees and partners but also in recognition of the ever-increasing expectations of our business partners with regard to sustainable business practices. As part of our activities, we are aware of the planetary boundaries of our earth and work towards the most sustainable and economical use of these resources.

4. Anti-Corruption and Anti-Money Laundering

AdEx Partners conscientiously adheres to international standards as well as national and local regulations to combat corruption and bribery, including regulations of other states where AdEx Partners operates. Business decisions and contractual relationships are based solely on transparent, performance- and quality-related criteria. We tolerate no form of corruption, bribery, corruptibility, or any other illegal provision of advantages. We adhere to the principles of the United Nations Global Compact (UNGC).

The acceptance or granting of benefits within customary industry practices (such as business meals or other activities for customer retention) is and remains permissible. However, the employees are to exercise discretion in this regard. In case of doubt, they will an executive to advise on the appropriateness of benefits.

AdEx Partners complies with applicable laws for the prevention and combating of money laundering. The Executive will promptly and resolutely investigate any suspicions of money laundering.

5. Diversity, Equity & Inclusion

AdEx Partners promotes diversity, equality, and inclusion as an integral part of the corporate culture. All employees have individual backgrounds and perspectives, and our diversity helps us address the diverse needs of our clients effectively.

We advocate for equal opportunities in the workplace. All decisions regarding the hiring, compensation, promotion, and training of our employees are based on ability, experience, education, specialization, and demonstrated performance.

AdEx Partners does not tolerate discrimination, harassment, or any other forms of disadvantage in the work environment, a zero-tolerance firm value is in place, applicable to all employees.

6. Occupational Safety and Health

AdEx Partners creates a working environment for its employees where safety and health in the workplace are ensured. With the support of HR, the employees are required to comply with applicable regulations and rules regarding occupational safety and take measures to avoid health hazards. Recognizing the potentially high workload in our industry, employees are provided with resources such as training and coaching to build resilience and enable them to self-regulate their workload to a healthy balance.

7. Tax Obligations

In customer relationships, employees must ensure that all activities and billing are done in accordance with tax obligations.

8. Implementation and Reporting

Every employee is required to acknowledge and align their behavior with this agreement. They are expected to fulfil a role model function toward their colleagues, and third parties, promoting respect for the principles outlined here.

In case of indications of violations, employees are required to investigate and respond appropriately. An independent external reporting office, under the Whistleblower Protection Act, was established to allow anonymous reporting without fear of negative consequences.

This code of conduct will be regularly reviewed and updated whenever the needs arise, reflecting our commitment to maintaining the highest ethical standards and conducting business responsibly.

Procurement guideline for sustainable practices:

Introduction:

This procurement guidelines document outlines the guidelines and procedures to be followed by AdEx Partners in the procurement of goods, services, and works, with a strong focus on integrating sustainable practices into all procurement activities as well as complying with ISO_20400 standards. The objective of this guidelines document is to align the procurement process with sustainability principles, promote environmentally friendly choices, and support responsible sourcing within the management consultancy industry. At AdEx Partners, we feel responsible for contributing to making the world a better place. The goal of achieving positive social change and minimizing our negative impact on the environment is deeply embedded at all levels of AdEx Partners.

Scope:

This guidelines document applies to the following AdEx Partners companies:

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I. The guidelines:

1. Guidelines Statement:

- 1.1 AdEx Partners is committed to conducting procurement activities in a manner that integrates sustainable practices throughout the supply chain.
- 1.2 All procurement activities shall be conducted in accordance with applicable environmental, social, and governance (ESG) principles, aiming to minimize environmental impact and promote social responsibility.
- 1.3 These guidelines apply to all employees, contractors, and suppliers involved in the procurement process within AdEx Partners.

2. Roles and Responsibilities:

- 2.1 For each of the procurement areas, the matching service portfolio/corporate function head is responsible for complying with these guidelines in their team and providing training if needed.
- 2.2 All employees involved in the procurement process shall be encouraged to prioritize environmentally and socially responsible procurement decisions.
- 2.3 The Green team shall promote sustainability awareness and provide necessary resources to enhance understanding and implementation of sustainable procurement practices.

3. Sustainable Procurement Procedures:

3.1 Planning:

- Identify the environmental and social impact of procurement activities and consider sustainable alternatives.
- Evaluate the need for travel and strive to minimize it by using virtual meeting platforms and teleconferencing options.
- Seek suppliers that prioritize sustainability and have relevant experience in delivering environmentally responsible services.

3.2 Sustainable Sourcing and Selection:

- Consider suppliers' sustainability practices and certifications, such as ISO 14001 for environmental management systems.
- Evaluate suppliers' commitment to social responsibility, diversity, and ethical labour practices.
- Give preference to suppliers who prioritize sustainable and energy-efficient products and services.

3.3 Sustainable Contracting:

- Include sustainability clauses in contracts, requiring suppliers to adhere to relevant environmental and social standards.
- Specify sustainability performance requirements, such as waste reduction, carbon footprint reduction, and resource efficiency.
- Encourage suppliers to adopt circular economy principles and promote responsible sourcing of materials.

3.4 Implementation and Monitoring:

- Regularly monitor supplier compliance with sustainability requirements and address any deviations or non-compliance.
- Conduct periodic supplier assessments, including sustainability performance evaluations.
- Involve stakeholders in monitoring and auditing sustainable practices within the supply chain.

3.5 Sustainable Record-Keeping and Reporting:

- Maintain records of sustainable procurement transactions, including supplier certifications, sustainability reports, and supplier performance evaluations.
- Prepare regular reports on sustainable procurement activities, showcasing achievements, environmental impact reduction, and positive social contributions.

4. Ethical and Social Considerations:

4.1 Ensure compliance with labour laws, human rights, diversity, and fair-trade principles in procurement activities.

4.2 Foster business partnerships with suppliers who demonstrate a commitment to responsible business conduct and social well-being.

5. Supplier Relationship Management:

5.1 Build strategic relationships with suppliers who share the consultancy firm's sustainability values and goals.

5.2 Encourage suppliers to develop sustainable practices within their own operations and supply chains.

5.3 Collaborate with suppliers to innovate and implement sustainable solutions that address client needs and support the firm's sustainability objectives.

6. Compliance and Accountability:

6.1 Conduct periodic reviews and assessments to ensure compliance with this sustainable procurement guidelines document.

6.2 Non-compliance with these guidelines may result in the reassessment of supplier relationships or discontinuation of contracts.

6.3 Promptly report any concerns or reports of misconduct related to sustainable procurement to the the Green team.

7. Guidelines Review:

7.1 This sustainable procurement guidelines document shall undergo periodic reviews to monitor the progress and results against the specified goals and to ensure alignment with emerging sustainability trends, regulations, and best practices specific to the management consultancy industry.

8. Document Control and Communication:

8.1 This guidelines document shall be made available to all employees, contractors, and suppliers involved in the procurement process within AdEx partners.

8.2 This guidelines document shall be made publicly available.

8.3 The Green team shall be responsible for maintaining and updating this sustainable procurement guidelines document based on internal and external feedback.

Version	Author	Changes	Date
1.0	Joscha Markowz and Mayssane Boudi on Behalf of the Green team	1 st version	27.06.2024