

**Code of Conduct for Suppliers
of the Auto Partner Group**



AUTO PARTNER S.A.

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Introduction

The Auto Partner Group aims to conduct its business in an honest and reliable manner, treat all people with dignity and respect, and comply with legal regulations, rules, and international agreements.

As a socially responsible entity, we place great emphasis on ensuring that our suppliers adhere to international standards regarding human rights protection, the prohibition of child labor and forced labor, the application of transparent business practices, and environmental protection. It is important to us that our suppliers are aware of and respect the ethical values of the Auto Partner Group.

Therefore, we have developed the Supplier Code of Conduct (the Code), which we hereby present to you. In this Code, we have gathered key values and principles that form the foundation of our operations and are of significant importance to us. We expect our Suppliers to follow the values outlined in the Code while conducting their business so that the principles of integrity, human rights protection, and social responsibility are upheld throughout the supply chain. We trust that, through joint efforts, we will strive for improvement in this area and motivate each other for continuous progress.

About the Code

The Code Purpose and Scope of the Code

The purpose of this Supplier Code of Conduct of the Auto Partner Group, hereinafter referred to as the "Code," is to establish common, high standards and practices in employment and ESG-related conduct within the Auto Partner Group supply chain.

The provisions of the Supplier Code of Conduct apply to all entities that are Suppliers of the Auto Partner Group, meaning entities that supply products and services to companies within the Auto Partner Group, regardless of the type of business activity, method of order execution, location of operations, or cultural differences.

Responsibility for the Code

The person responsible for overseeing the content of the Code, implementing procedures for informing about the Code, and supervising the process of handling reports of Code violations is the Compliance Officer, along with the department responsible for procurement.

Supervision of the Suppliers obligation to familiarize themselves with and ratify the Code is the responsibility of the Director of the Purchasing Department.

Basis of the Code

The provisions of the Supplier Code of Conduct of the Auto Partner Group are based on legal standards and internationally recognized guidelines that serve as a source of best practices for ethical business conduct:

- The Universal Declaration of Human Rights,
- The Charter of Fundamental Rights of the European Union,
- The 10 Principles of the United Nations Global Compact,
- ILO Conventions (International Labour Organization), such as Convention No. 29 on Forced or Compulsory Labor,
- OECD Guidelines for Multinational Enterprises,
- UN Guiding Principles on Business and Human Rights.

Principles of the Code

Employment Practices

Prohibition of Child Labor

The Auto Partner Group does not tolerate any form of child labor.

Each Supplier is obligated to comply with the prohibition of child labor, particularly the prohibition of employing children below the age at which compulsory schooling ends, as defined by applicable local law. Furthermore, no employees under the age of 15 should be employed (in accordance with ILO Convention No. 138 on Minimum Age for Admission to Employment). The Supplier must ensure that employment of young people above the minimum age but below 18 years old does not jeopardize their education, health, safety, or morality.

Prohibition of Forced Labor and Human Trafficking

The Auto Partner Group does not tolerate forced labor or human trafficking in its entire value chain.

Each Supplier is obligated to ensure decent working conditions and comply with fundamental principles for the prevention of forced labor:

- Each person employed by the Supplier should be employed voluntarily under an employment contract in accordance with applicable laws.
- The Supplier must not apply any form of threats or coercion against employees.
- In cases of employment through temporary agencies, the employee must not be in debt to the employment agency.
- Employees should have the right to leave employment with reasonable notice.
- The Supplier must not withhold or destroy employees' identity documents or work permits.
- The Supplier must not control or restrict employees' movements outside of working hours.
- The Supplier must not require employees to pay deposits for work equipment or other fees that may create financial dependency.
- The Supplier must not charge employees for recruitment costs, such as agency fees, visas, or other services that could lead to debt bondage.
- The Supplier must require subcontractors and suppliers to adhere to the same principles to prevent human trafficking and forced labor.

What is Forced Labor?

According to ILO Convention No. 29, forced labor is any work or service exacted from a person under threat of any penalty and for which the person has not offered themselves voluntarily. Forced labor includes work or services performed under coercion, including through violence, threats, imprisonment, debt bondage, retention of identity documents, non-payment of wages, or any other gross violation of workers' rights.

What is Human Trafficking

As defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children (adopted by the UN General Assembly on November 15, 2000), human trafficking involves the recruitment, transportation, transfer, harboring, or receipt of persons by means of threats, force, coercion, abduction, fraud, deception, abuse of power, or giving/receiving payments to obtain control over another person for the purpose of exploitation. Exploitation includes, at a minimum, forced labor, sexual exploitation, slavery or practices similar to slavery, servitude, or organ removal.

Non-Discrimination and Diversity

The Auto Partner Group does not tolerate any form of direct or indirect discrimination.

Each Supplier must ensure an organizational culture that promotes equality among employees, regardless of individual physical or mental characteristics, age, race, nationality, sexual orientation, gender, education level, professional qualifications, health condition, disability, ethnic or national origin, political or social beliefs, religious affiliation, or any other personal status.

What is Direct Discrimination?

Direct discrimination is the unjustified unequal treatment of employees based on gender, age, disability, race, religion, nationality, political beliefs, union affiliation, ethnic origin, religion, sexual orientation, or regardless of whether they are employed on a fixed-term or indefinite basis or full-time or part-time.

What is Indirect Discrimination?

Indirect discrimination occurs when, due to a seemingly neutral provision, applied criterion, or action, there are or could be adverse disparities or particularly unfavorable situations in terms of establishing and terminating employment, employment conditions, promotion, and access to training for the purpose of enhancing professional qualifications for all or a significant number of employees, unless the provision, criterion, or action is objectively justified by a lawful purpose to be achieved and the means used to achieve this purpose are appropriate and necessary.

Bullying and Harassment

The Auto Partner Group does not tolerate any forms of bullying, harassment, physical or sexual violence, verbal abuse, or intimidation.

Every Supplier should implement effective mechanisms in the organization to prevent bullying and harassment.

What is bullying?

According to the Labor Code, bullying means actions or behaviors related to an employee or directed against an employee, involving persistent and long-term harassment or intimidation of the employee, causing or aiming to cause a diminished professional evaluation, leading to or intended to humiliate or ridicule the employee, isolate them, or eliminate them from the team.

What is harassment?

Harassment is a form of discrimination, unwanted behavior aimed at violating the dignity of an employee and creating a threatening, hostile, degrading, humiliating, or demeaning atmosphere.

What is sexual harassment?

Sexual harassment refers to any unwanted sexual behavior or behavior related to the gender of an employee, which aims to violate the dignity of the employee, in particular by creating a threatening, hostile, degrading, humiliating, or demeaning atmosphere; this behavior may involve physical, verbal, or non-verbal elements.

Working Conditions

The Auto Partner Group promotes the observance of applicable safety and health regulations at work and ensures a safe and healthy working environment. We recognize the human rights defined by the international community, the right to associate, and decent working conditions for employees employed in our Capital Group and in our supply chain.

Health and Safety Care

Every Supplier should ensure a safe and non-harmful working environment in order to minimize safety and health hazards and support actions aimed at preventing workplace

accidents. Suppliers are required to comply with all applicable laws and regulations regarding health and safety at work in the jurisdictions where they operate.

Every Supplier is obligated to provide the following at the workplace:

- Adequate lighting and ventilation.
- Provision of protective equipment to employees in positions where exposure exceeds permissible exposure levels (PEL) or permissible intensity levels (PIL).
- Access to running water.
- Appropriate sanitary facilities: toilets equipped with running water, ensuring privacy, and separated by gender, social facilities for eating meals in hygienic conditions.
- Proper equipment and procedures in case of fire or other emergency situations posing a threat to employees: providing employees with appropriate training, ensuring evacuation routes in the workplace, and providing access to first aid.
- Clothing/protective equipment if required by the job position.
- Actions aimed at preventing workplace accidents.
- Health and safety training tailored to job positions.
- Appointment of a person responsible for health and safety in the organization.

Ensuring Fair Working Hours and Fair Remuneration

Every Supplier should ensure fair management of working time for employees. Suppliers undertake to comply with local laws and collective agreements when determining the length of the working day and the number of working days per week. The Supplier must observe the applicable regulations on working hours and rest periods, including overtime, as well as vacation, sick, and parental leave. Employees should receive appropriate compensation for overtime work. The Supplier always pays its employees remuneration and benefits that are at least in accordance with applicable laws and collective labor agreements. The Supplier provides employees with information about employment conditions, including benefits, in an easily understandable form and language, such as a written employment contract.

Right to Associate

Every Supplier is required to ensure employees' freedom to communicate regarding employment conditions. All employees of the supplier have the right to legally form trade unions, join or not join them, enter into collective agreements, seek representation in employee councils, and join them in accordance with local law and international conventions.

Corporate Ethics

Anti-Corruption

The Auto Partner Group strongly opposes any actions that are indicative of corruption and actively works to prevent it. We avoid situations that may potentially lead to a conflict of interest. The document regulating these issues within the Group is the Anti-Corruption Code, available at: <https://ir.autopartner.com/corporate-governance/>

Every Supplier and its employees should act in a way that their actions are not influenced by any personal dependency or obligation. Suppliers are obliged to make decisions based solely on substantive grounds and may not be subject to personal or private financial interests. We expect professional conduct based on integrity and compliance with applicable national and international laws. The Supplier should avoid conflicts of interest that could lead to corruption risks.

Suppliers avoid situations that could create a conflict of interest and inform the Auto Partner Group if they learn of a possible or actual conflict of interest in their cooperation

with the Auto Partner Group. This includes, for example, a situation where a Supplier's employee has personal relationships with an employee of the Auto Partner Group who is authorized to make decisions that may benefit the Supplier's business.

What is corruption?

Corruption is the promise, proposal, giving, demand, or acceptance by any person, directly or indirectly, of any undue financial, non-financial, or other benefits, or the acceptance of such offers or promises in exchange for action or inaction in performing a public function or in the course of business activities.

What is a conflict of interest?

A conflict of interest exists when the impartial and objective performance of a role by an entity or individual is compromised due to personal interests.

Data Protection

The Auto Partner Group respects the right to privacy and takes all appropriate precautions to protect the personal data entrusted to us. We process personal data responsibly and in accordance with relevant data protection regulations.

Every Supplier respects the right to privacy of the person whose personal data is being processed. The processing of personal data, including obtaining access to personal data, collection, use, and storage, may only occur on the basis of explicit authorization and only for a legitimate business purpose and within the limits of the law. Furthermore, Suppliers implement appropriate legal, technical, and organizational safeguards to ensure the security, protection, and integrity of personal data in accordance with applicable regulations.

Information Security

The Auto Partner Group respects confidential information related to the Group and its business partners and takes all reasonable measures to prevent the disclosure of confidential information to anyone who is not entitled to possess such information in the course of their activities.

Every Supplier is required to protect information regarding cooperation with the Auto Partner Group and take appropriate measures to safeguard its confidentiality, integrity, and availability. The Supplier will adhere to best international practices in cybersecurity, including monitoring processes to protect Auto Partner Group's information from breaches, cyberattacks, or cyber incidents.

Environmental Care

The Auto Partner Group strives to contribute to sustainable development globally. We aim to operate in an efficient and environmentally responsible manner. Protecting natural resources and promoting sustainable waste management is important to us.

Compliance with Regulations

Every Supplier must comply with environmental laws in the area of its activity's impact on the environment and strive to reduce negative environmental impact. The Supplier ensures that all environmental permits are obtained and are up to date, and that all environmental requirements are adhered to by the company.

Pollution Prevention

Every Supplier commits to monitoring its processes to ensure that they function in a way that prevents environmental pollution.

The Supplier is prepared in case of an environmental emergency and is responsible for its own actions.

Greenhouse Gas Emissions

Every Supplier actively participates in combating climate change by striving to minimize greenhouse gas emissions, including carbon dioxide, arising directly and indirectly from its activities, in accordance with the scale and type of its business. The Supplier is obligated to regularly monitor and report its greenhouse gas emissions.

Resource Use and Circular Economy

Every Supplier commits to responsible use of natural resources. Suppliers should promote safe and environmentally friendly development, production, transportation, use, and disposal of their products. Suppliers minimize the consumption of production materials and constantly work on optimizing processes. Key here is the use of resource-saving technologies and a transition to a circular economy. Resources should be used efficiently, and material cycles should be closed wherever possible. It is important to use environmentally friendly packaging where possible.

Waste Management

Every Supplier complies with legal regulations concerning waste management and strives to minimize waste generated from its activities.

It ensures proper management of the generated waste, including cooperation with authorized waste receivers, to minimize the negative impact of waste on the state of the natural environment.

Hazardous Substances

Every Supplier, to protect employees and the environment, is required to ensure that hazardous substances and chemicals are acquired, stored, used, and disposed of safely. The Supplier complies with applicable restrictions concerning substances and product safety requirements.

Mechanisms for Monitoring Compliance with the Code

The mechanisms implemented under this Code of Conduct aim to monitor compliance with its provisions, manage risks associated with supply chains, and support Suppliers in carrying out due diligence processes.

Supplier Assessment

Each Supplier undergoes an initial qualification assessment. Based on the assessment results, the Supplier will be classified into a Risk Group.

The assessment will be repeated every three years.

Risk Categorization

The Auto Partner Group implements an objective Supplier evaluation process based on internally defined procedures. This process includes conducting a preliminary Supplier assessment questionnaire and analyzing location-based risks. Based on this assessment, each Supplier is assigned to one of three risk categories:

- Low risk
- Medium risk
- High risk

Further actions and measures for Suppliers in each category are determined according to the internal rules and procedures of the Auto Partner Group.

Ethics Audit

The Auto Partner Group is committed to adhering to best practices in due diligence concerning ethical standards in the supply chain.

Selected Key Suppliers may be subject to an Audit. The Audit may be conducted through dialogue, surveys, information disclosure, or, if deemed necessary by the Auto Partner Group, an on-site inspection. If a Supplier is selected for an Audit, they will be informed of this decision along with the audit method and scope. The Supplier is obliged to comply with the Audit.

Incident Reporting System

Any violations of the Supplier Code of Conduct must be documented, reported, and corrective actions must be taken.

Employees of Auto Partner Group companies, employees of Suppliers, and external individuals may report violations via email to:

sygnal.specjalista@autopartner.com or **sygnal.zar zad@autopartner.com**

All reports are confidential, and access to the information is restricted to authorized personnel only. The Compliance Department, together with the team responsible for orders from a given Supplier, is responsible for handling reports.

Any form of retaliation against whistleblowers is strictly prohibited.

The Supplier is required to make the abovementioned reporting channels available to its employees and to provide similar reporting mechanisms for its own Suppliers.

Remediation of Damages

If a negative impact is identified, the Supplier must inform the Auto Partner Group and immediately take corrective action, ceasing all activities that cause or contribute to negative effects.

If the Auto Partner Group has directly contributed to a negative impact, the Group commits to supporting the Supplier in carrying out remediation actions.

To prevent or mitigate negative impacts, the Supplier may take measures such as:

- Adjusting or modifying aspects of business operations, products, or services necessary to prevent and mitigate negative effects.
- Developing policies to counteract negative impacts, such as an Anti-Discrimination Policy or a Diversity Policy.
- Conducting training for employees and management.
- Implementing early warning indicator systems to identify warning signals or risk indicators and developing response procedures in cases where risks cause or contribute to negative impacts.

As part of supporting the Supplier in remediation actions, the Auto Partner Group may:

- Assist or collaborate with the Supplier in developing appropriate remediation plans to mitigate identified negative effects within reasonable and clearly defined timeframes, using qualitative and quantitative indicators to measure improvements.
- Provide training for Suppliers.

The Supplier is required to provide the Auto Partner Group with appropriate documentation confirming the implementation of remediation actions.

If attempts to mitigate negative effects fail or are inadequate, or if negative effects are irreparable, with no reasonable prospects for improvement, the Auto Partner Group may decide to terminate cooperation with the Supplier.

Data Sharing in Due Diligence Processes for Sustainability

The Auto Partner Group aims to assess the impact of its value chain on the environment, corporate governance, and society.

This assessment is only possible with the information provided by Suppliers, who play a crucial role in the value chain.

Therefore, Suppliers may be asked to provide the Auto Partner Group, through the designated contact person, with basic information about their organization, including details on their due diligence processes.

Code Update Process

The Auto Partner Group reserves the right to periodically update and modify this Supplier Code of Conduct to reflect changes in applicable legal requirements or ethical business standards.

A review and, if necessary, an update of the Code will be conducted every two years unless changes in factual or legal circumstances require an earlier update. Subject to the following sentence, the Group will inform Suppliers of any changes to the content of the Code at least 30 days in advance.

In the case of significant changes to the Code, i.e., modifications that affect the obligations of suppliers regulated within the Code, as well as changes to the principles for monitoring compliance with its provisions, such changes will be consulted with Suppliers before their implementation. The obligation to consult with Suppliers does not apply to changes in the Code that result directly from generally applicable legal regulations.

February 26, 2025

The Management Board of AUTO PARTNER S.A.:

AUTO PARTNER S.A.
CZŁONEK ZARZĄDU

Tomasz Werbiński



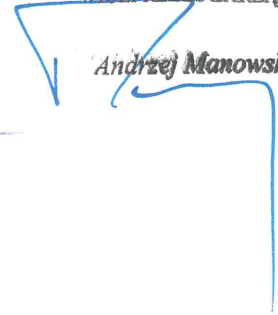
AUTO PARTNER S.A.
WICEPRÉZES ZARZĄDU

Piotr Janta



AUTO PARTNER S.A.
WICEPRÉZES ZARZĄDU

Andrzej Manowski



Attachments

Appendix 1: Glossary

- ▶ **Auto Partner Group Suppliers** – all entities providing products and services to Auto Partner Group companies.
- ▶ **Discrimination** – unjustified, less favorable treatment of an individual compared to others in a similar situation, particularly based on gender, race, ethnicity, nationality, religion, beliefs, disability, age, or sexual orientation. Discrimination can be direct or indirect.
- ▶ **Indirect Discrimination** – a situation where, due to certain personal characteristics, a seemingly neutral provision, criterion, or action results in or could result in disproportionate disadvantages or particularly unfavorable conditions for a person unless the provision, criterion, or action is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.
- ▶ **Human Trafficking** – recruitment, transportation, transfer, harboring, or receipt of persons through threats, force, coercion, abduction, fraud, deception, abuse of power, exploitation of vulnerability, or exchange of payments or benefits to gain control over another person for exploitation. Exploitation includes, at a minimum, forced prostitution or other forms of sexual exploitation, forced labor or services, slavery or similar practices, servitude, or organ removal.
- ▶ **Conflict of Interest** – a conflict arises when impartial and objective performance of duties by an entity or individual is compromised due to personal interests.
- ▶ **Corruption** – the promise, offer, giving, solicitation, or acceptance, directly or indirectly, of any undue financial or non-financial advantage in exchange for acting or refraining from acting in the performance of a public function or in the course of business activities.
- ▶ **Mobbing** – as defined in the Labor Code, mobbing refers to actions or behaviors towards or directed against an employee, involving persistent and long-term harassment or intimidation, leading to a reduced sense of professional worth, aiming to humiliate, ridicule, isolate, or exclude the employee from the work environment.
- ▶ **Harassment** – a form of discrimination involving unwanted behavior that aims to or results in violating an employee's dignity and creating a threatening, hostile, degrading, humiliating, or offensive atmosphere.
- ▶ **Sexual Harassment** – any unwanted conduct of a sexual nature or based on a person's gender that aims to or results in violating their dignity, particularly by creating a threatening, hostile, degrading, humiliating, or offensive environment. This may include physical, verbal, or non-verbal actions.
- ▶ **Personal Relationships (in the Context of a Conflict of Interest)** – This includes any non-business relationships that may affect the independence of judgment and decision-making of a Supplier's employee. These may include, in particular:
 - ✓ Relationships arising from marriage, affinity, kinship, or adoption;
 - ✓ Other relationships that may raise reasonable doubts about impartiality, such as sharing a household or personal relationships involving close bonds, including social gatherings, joint vacations, or other events organized with Auto Partner Group employees authorized to make decisions that could impact the objectivity of decisions made by an Auto Partner Group employee.
- ▶ **Forced or Compulsory Labor** – as defined by the International Labour Organization (ILO) Convention No. 29, "forced or compulsory labor" refers to any work or service that a person is required to perform under threat of penalty and to which they have not voluntarily agreed. This includes labor performed under coercion due to violence,

threats, deprivation of liberty, debt bondage, confiscation of identity or travel documents, withholding wages, or any other severe violation of workers' rights.

- ▼ **Scope 1** – direct emissions resulting from fuel combustion in stationary or mobile sources owned or controlled by the company, as well as emissions from industrial processes and refrigerant leaks.
- ▼ **Scope 2** – indirect emissions from the consumption of imported (purchased or externally supplied) electricity, heat, steam, or cooling energy (greenhouse gas emissions typically occur at the point of production).
- ▼ **Freedom of Association** – the right to form or join organizations to achieve collective goals. This includes, in particular, the right to establish trade unions to protect the interests of their members.

Appendix 2: Supplier Preliminary Assessment Questionnaire

| | | | | | |
|---|---------------------------|------------|-----------|--------------|----------------|
| Basic Information | Name of the Entity | | | | |
| | Address | | | | |
| | Type of Business | | | | |
| | Phone | | | | |
| | Email | | | | |
| | Website | | | | |
| Question | Answer | Yes | No | Score | Details |
| 1. Does your company have a formal policy on human rights compliance? | Yes | 0 | 1 | 0 | |
| 2. Does your company comply with all locally applicable legal standards as well as international standards such as the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the International Bill of Human Rights? | Yes | 0 | 1 | 0 | |
| 3. Does your company have a formal anti-corruption policy? | Yes | 0 | 1 | 0 | |
| 4. Does your company have policies or procedures ensuring gender equality and equal employment opportunities? | Yes | 0 | 1 | 0 | |
| 5. Does your company have procedures in place to respond to human rights violation reports within its own | Yes | 0 | 1 | 0 | |

| | | | | | |
|---|-----|---|---|----------|--|
| operations and supply chain? | | | | | |
| 6. Does your company provide legally compliant occupational health and safety (OHS) conditions and train employees on OHS standards? | Yes | 0 | 1 | 0 | |
| 7. Does your company calculate its carbon footprint for at least Scope 1 and Scope 2 emissions, and does it take actions to reduce it? Please provide the most recent annual carbon footprint calculation. | Yes | 0 | 1 | 0 | |
| 8. Does your company have a waste management policy/procedure in compliance with legal regulations? | Yes | 0 | 1 | 0 | |
| Final score: | | | | 0 | |

Appendix 3: Supplier Declaration

DECLARATION

We hereby declare that we have familiarized ourselves with the provisions of the Code of Conduct for Auto Partner Group Suppliers and commit to adhering to the principles outlined therein.

We hereby declare that we are aware of the consequences that may be imposed on our organization for failing to comply with the Code of Conduct for Auto Partner Group Suppliers.

We hereby declare our consent to be subject to the following Code compliance control mechanisms:

- Preliminary assessment and Supplier risk categorization.
- Ethics audit.
- Data sharing in due diligence processes related to sustainable development.

_____ Name and Surname of the Signatory

_____ Position of the Signatory

_____ Name of the entity to which the
declaration applies

_____ Signature

_____ Date and Place