YONTEX

Code of Conduct

Why we have a Code of Conduct

Dear Partners,

Our passion is to connect people, create experiences and manage knowledge. We organise leading events and build high-performing networks for global communities. We create value and sustainable growth.
We can only live up to this commitment if we take responsibility for our decisions and actions.
Our Code of Conduct sets out the key guidelines and principles that govern our work. It is rooted in our corporate values and forms an essential part of our corporate culture. We always act out of a conviction to do the right thing, thereby building trust within our company as well as with our customers, business partners, shareholders and other stakeholders. We maintain fair and cooperative relationships with them, characterised by integrity and high ethical standards.
Conduct based on our values and compliance forms the foundation of our business activities. Regardless of the situation, unlawful and inappropriate behaviour is unacceptable to us. The provisions of this Code of Conduct are therefore binding on all employees at YONTEX. Together with the associated internal guidelines and procedural instructions, they serve as a compass for our day-to-day work. Furthermore, we endeavour to ensure that our suppliers, service partners and their subcontractors also adhere to these principles.
Every employee is personally obliged to meet the high ethical standards set out in our Code of Conduct. We are aware that even seemingly minor breaches of this Code could have serious consequences for our company or individual employees. These can range from damage to our reputation to fines or custodial sentences.
It is therefore the responsibility of us all to help identify, prevent and respond appropriately to breaches. We have therefore established various channels through which concerns can be raised – including anonymously – and potential breaches of the Code or related policies can be reported. We strictly prohibit any form of retaliation against employees who raise concerns and regard such retaliation as a breach of our Code.
We would like to express our sincere thanks for your support.

Rolf Keller
CEO

Moritz Müller
Compliance Officer

Contents

Why we have a Code of Conduct **2**

1. Our values **4**
1.1 Diversity and inclusion 6
1.2 Preventing discrimination and harassment 6

2. Our social and environmental responsibility **7**
2.1 Human rights 8
2.2 Health and safety at work and health management 9
2.3 Environmental protection 9

3. Our Principles of Corporate Conduct **10**
3.1 Cooperation with exhibitors, partners and suppliers 11
3.2 Gifts and invitations 12
3.3 Prohibition of corruption 13
3.4 Conflicts of interest 14
3.5 Free competition 14
3.6 Prohibition of money laundering 15
3.7 Taxation and transactions 15

4. Our approach to data and information **16**
4.1 Data protection and IT security 18
4.2 Social media 19

5. Our responsibility **20**
5.1 Reporting breaches 21
5.2 Dealing with breaches 22
5.3 Evaluating and reviewing one’s own actions 23
5.4 Help and support with queries 23

1.

Our values

Our values

Collaboration and team spirit are the keys to our company's success. Through a spirit of partnership and innovative ideas, we have made YONTEX one of the world's largest trade fair organisations. For us, treating one another with responsibility and trust is essential for creating an employee-friendly, healthy and safe working environment. This respectful approach also contributes to the motivation and development of every single employee.

At YONTEX, all staff share the core corporate values.

These corporate values form the foundation of our corporate culture and guide our strategy, our actions and the decisions we make.
These corporate values were developed collectively and are reflected in our behaviour every day. As our internal compass, they determine how we interact with all our stakeholders – from staff to exhibitors, from shareholders to visitors. Our values reflect the unique blend of qualities found in every member of our organisation. We are convinced that an environment shaped by these values provides the best breeding ground for continuous development and innovative solutions. For us, our values are the heartbeat of our organisation.

- **Humanity**: We are all unique individuals and live by the motto: You're OK – I'm OK. We cherish our diverse community, which allows both people and the company to shine.
- **Curiosity**: We are curious and open to other perspectives. We are constantly learning and developing.
- **Optimism**: No matter what comes our way, we believe in ourselves. If something isn't going well, we do it differently and find new ways forward. We move mountains.
- **Trust**: We place our trust in trust and see it as a bridge between knowledge and ignorance. Because I trust, I gain experience and give strength.
- **Appreciation**: We recognise where we make a valuable contribution, are grateful to one another for it, and contribute to individual satisfaction through a culture of respectful feedback.
- **Courage**: We believe that, together, we can achieve more through courageous decisions.

Our values

1.1 DIVERSITY AND COLLABORATION

For us, diversity and equal opportunities are fundamental and therefore of strategic importance. A diverse workforce and an open corporate culture are key factors in our company's success. For us, diversity also means recognising and fostering the different skills, knowledge, perspectives, experiences and
qualities of our employees. Our aim is to support their personal development and to harness their respective strengths to foster creativity, innovation and our business success. We therefore seek, in particular, to raise awareness of different cultures, 'mindsets' and generations.

1.2 PREVENTION OF DISCRIMINATION AND HARASSMENT

We do not tolerate discrimination[1] or harassment[2] against employees, business partners, customers or other stakeholders.
We do not treat anyone unfairly or with bias; in particular, not on the basis of a specific identity, a disability or a particular characteristic such as ethnic origin, skin colour, age, gender identity, ability, sexual orientation, religion or other attributes.
Nor do we belittle others or treat them with hostility. We therefore do not make, nor do we spread, derogatory or discriminatory remarks. We refrain from sexual harassment and unwanted sexual advances without exception.
We address cases of discrimination or harassment, including sexual or sexualised harassment[3], take decisive action to counter them and report them to the Compliance Officer.

[1]This refers to any form of unjustified disadvantage or unequal treatment of individuals or groups on the basis of various observable or non-immediately observable characteristics.
[2]It refers to verbal or physical behaviour that demeans a person or expresses hostility or aversion towards a person, e.g. derogatory remarks, jokes, taking photographs and forwarding them.
[3]It encompasses any unilateral and unwanted behaviour of a sexual nature that violates the dignity of the person concerned, e.g. catcalling, publishing or sending pornographic or sexist images, sexual innuendo, obscene jokes, gestures and comments.

2.

Our social and environmental responsibility

Our social and environmental responsibility

We integrate social and environmental considerations holistically into our business activities. For us, acting sustainably is a fundamental part of our social responsibility and a cornerstone for safeguarding and strengthening the foundations of our business. Our sustainability strategy is consistently aligned with the United Nations Sustainable Development Goals (SDGs) as the leading international framework for sustainable development. We design our products and services with sustainability in mind to contribute to the transition to a low-carbon economy and the prudent use of natural resources.
The UN Global Compact guides our day-to-day operations and our interactions with our internal and external stakeholders. In accordance with its ten principles, we are committed to upholding human rights, labour standards, environmental protection and fair competition. The basis for this is provided by the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, and the principles of the Declaration on the Environment.

2.1 HUMAN RIGHTS

YONTEX fully respects internationally recognised human rights. For us, this means actively opposing modern slavery and human trafficking, including child labour and forced labour, both within our own business operations and throughout our supply chain.
We therefore require all our employees to behave fairly and lawfully towards their colleagues, our business partners, exhibitors and visitors. We are therefore committed to respecting and promoting the protection of international human rights. Furthermore, we work to ensure that our suppliers, service partners and their subcontractors also adhere to these principles.

Our social and environmental responsibility

2.2 HEALTH AND SAFETY AT WORK

Our physical and mental health is the fundamental prerequisite for our success and a key factor in productivity. We adhere to safety standards relating to occupational health and safety. These apply to both the workplace and the organisation of work. In particular, we attach great importance to compliance with working hours and rest breaks. Furthermore, wherever we conduct business, we create a safe working environment and comply with all applicable laws and regulations regarding the health and safety of employees. All our employees must use the necessary safety equipment whenever required and rectify unsafe working conditions immediately, provided this can be done without putting themselves at risk. In other cases, potentially unsafe working conditions must be reported to the contact person for health and safety management.
Our ongoing advisory and support services for our employees are also part of achieving a healthy work-life balance. To this end, we offer a range of attractive working time arrangements.

2.3 ENVIRONMENTAL PROTECTION

Economic success cannot be achieved without environmentally sustainable practices. As a trade fair organisation with extensive property holdings and international operations, we bear a particular responsibility in this regard. Protecting the environment and the climate, as well as the careful use of natural resources, are central pillars of our operational processes.

We expect our staff to play an active part in protecting the environment and the climate. This includes the careful use of energy and water, as well as the avoidance and separation of waste wherever possible. We strongly encourage proactive behaviour and suggestions for improving our energy and environmental management. This also applies to our events, where we aim to give sustainability issues an ever-greater focus in order to promote dialogue and cooperation between different stakeholders.

3.

Our Principles of Corporate Conduct

Our Principles of Corporate Conduct

We adopt a long-term and sustainable approach to our business conduct, together with our exhibitors, business partners and suppliers. To ensure our business relationships are built on a sound and legally reliable basis, we consistently adhere to our principles regarding the handling of gifts and invitations. We respect the prohibition on corruption and avoid conflicts of interest. We promote free competition and strictly comply with anti-money laundering regulations and applicable tax laws.

3.1 COOPERATION WITH EXHIBITORS, PARTNERS AND SUPPLIERS

We engage with our exhibitors, business partners and suppliers worldwide and share with them our principles of ethical conduct, compliance with legal standards and environmentally responsible behaviour. We expect them to base their actions on the same principles.

Our Principles of Corporate Conduct

3.2 GIFTS AND INVITATIONS

Business relationships
Within business relationships, gifts and invitations are customary and permitted provided they are of a reasonable and socially acceptable nature. Such gifts are considered inappropriate if a favour is demanded in return or if the recipient is influenced. Accepting or offering gifts and invitations must therefore never lead to a dependency on the giver or host. We decline such inappropriate gifts in order to protect ourselves and to allow the business partner to save face. We never actively seek personal advantages when dealing with business partners, customers and public officials. We do not give or accept cash or other means of payment.

As a guideline for what we generally consider to be appropriate and socially acceptable, we use a value of up to 40 euros as a benchmark. However, we always bear in mind the impression that may be created by the external circumstances and the overall situation. If the guideline value of 40 euros is exceeded, the transaction must always be disclosed and documented via our internal tool ‘Circula’. If we have any doubts as to the appropriateness of the gift or invitation, we consult our line manager or the Compliance Officer on a case-by-case basis.

Public officials
The law strictly restricts the giving of permissible gifts to public officials. Violations of the relevant regulations are subject to heavy penalties for both companies and individuals. For this reason, even the general maintenance of business relationships with public officials through the giving of gifts and benefits is prohibited. Benefits given to public officials may therefore, even on special occasions such as milestone birthdays, only take the form of small, low-value tokens in the form of promotional items.

Our Principles of Corporate Conduct

3.3 PROHIBITION OF CORRUPTION

We do not accept corruption[4], do not offer bribes and do not accept bribes. We achieve our commercial success through our diverse portfolio of events, not through the improper influencing of our business partners and customers. Our decisions are based on objective and transparent grounds.
We are also aware that corruption gives rise to numerous risks and can have corresponding consequences for YONTEX and the individuals involved. These include reputational damage[5], a weakening of competitiveness, distortion of competition, and civil and criminal liability.
We therefore never abuse the influence entrusted to us for personal gain or to our own advantage. We actively counter corruption through measures such as the dual-control principle, transparency in decision-making and appropriate staff selection.
We consistently reject attempts at bribery and report them immediately. We take reports of actual or attempted corrupt behaviour seriously and forward them to the Compliance Officer.

[4]Abuse of an official or professional position to gain an advantage (e.g. bribery).
[5]Lasting damage to a company's reputation.

Our Principles of Corporate Conduct

3.4 CONFLICTS OF INTEREST

Our personal interests or the personal interests of a third party must not affect the interests of YONTEX or the interests of our exhibitors, business partners and suppliers. It is very important to us that we do not find ourselves in any conflicts of interest or loyalty.
We make our business decisions solely on the basis of objective criteria and do not allow ourselves to be influenced by personal interests or relationships.
The risk of conflicts of interest is particularly high when we award contracts to related parties[6] or to companies in which related parties hold key positions or have a stake. The same applies in the case of private commissions awarded to YONTEX service partners. Secondary employment with competing companies or business partners of YONTEX, as well as the exchange of work-related information with related parties who work for competitors, also carry the risk of conflicts of interest. We therefore report these actions in particular to the Compliance Officer in advance and, provided there is no conflict of interest, have them confirmed in writing by the Compliance Committee.

3.5 FREE COMPETITION

Fair and effective competition is a fundamental principle of our economic system. We are therefore committed to safeguarding fair competition and comply with applicable antitrust and competition laws. We do not enter into agreements with competitors and do not engage in any unfair coordination regarding prices, terms or tenders. Likewise, we avoid the allocation or division of products or territories.

[6]For example, spouses, partners, relatives, friends and private business associates.

Our Principles of Corporate Conduct

3.6 PROHIBITION OF MONEY LAUNDERING

Money laundering is defined as the channelling of illegally obtained funds into the legal economic system. We therefore only conduct business with reputable business partners and suppliers who engage in legitimate business activities. Furthermore, we are committed to combating money laundering and comply with all applicable national and international laws.

3.7 TAXATION AND TRANSACTIONS

Due to its national and international activities, YONTEX is subject to a wide range of tax regulations that must be observed. Breaches of these regulations lead to liability and reputational risks.
We fulfil our tax obligations and consistently counter tax evasion. We involve our tax department in all tax-related matters. These include, in particular, changes to company law, the commencement or modification of business activities at home and abroad, reports of tax-related errors identified during audits, changes to tax-related processes, and reports of training needs in the field of taxation.
We document all business transactions accurately and in a timely manner. This implies the complete and unaltered reproduction of the relevant information and content. We archive the relevant documents and supporting evidence in accordance with the guidelines. We report immediately any requests to falsify records or to carry out dubious transactions.

4.

Our approach to data and information

Our approach to data and information

We protect the data and information of our company as well as that of our employees, exhibitors, visitors, business partners and suppliers.

The trust of our employees, exhibitors, visitors, business partners, suppliers and interested parties is our top priority. We are therefore fully aware of our responsibility with regard to the processing of personal data. Personal data is any data relating to an identified or identifiable natural person, such as names, addresses, marital status, date of birth and photographs. This data may only be collected for specified, explicit and legitimate purposes arising from our business activities.

Our Data Protection Policy forms the binding basis for the lawful handling and sustainable protection of all personal data processed within YONTEX.

Relevant training courses and further information on this subject are provided by YONTEX's Compliance Officer and external Data Protection Officer.

Should we become aware of, or suspect, any actual or potential breaches relating to data security or data protection, we shall report them immediately.

Our approach to data and information

4.1 DATA PROTECTION AND IT SECURITY

Our IT security protects the company's digital assets – its data – against loss, unauthorised alteration and destruction. It comprises both technical and organisational measures.
Relevant training courses and information on current threats are provided by the 'Technology & Operations' department and YONTEX's external information security officer. We adhere to the resulting guidelines and recommendations.
Prompt reporting of faults, anomalies, incidents, irregularities and security-related events helps to prevent major damage to YONTEX. For example, should IT services fail to function properly or should unauthorised third parties have gained access to company data, we report these events immediately and directly to the IT hotline. We report even a suspected incident.

Our approach to data and information

4.2 SOCIAL MEDIA

They serve to connect us with our customers and facilitate dialogue. They are playing an increasingly important role in public discourse, which is why we also use social media channels for our communication, information sharing and customer engagement. When we are active on social media, we pay attention to the quality of our posts, distinguish between opinions and facts, and comply with the law. Here, too, we act responsibly, transparently, authentically, politely and respectfully. Under no circumstances do we make negative or even hurtful comments about other people, whether inside or outside YONTEX.
We do not disregard the rights of users or the rights of uninvolved third parties (e.g. copyright and personal rights, privacy, data protection). In the event of unclear or contentious content, we always contact Corporate Communications in advance.

On behalf of YONTEX, we only share posts that have been approved for publication and do not harm YONTEX or third parties. We strictly observe the prohibition on disclosing trade and business secrets, as well as the prohibition on disseminating statements that are detrimental to the company.

5.

Our responsibility

Our Responsibility

Only by adhering to rules and standards can we protect YONTEX from harm. Compliance with the Code of Conduct is the responsibility of every individual employee. We therefore expect any reasonable suspicion of breaches or potential breaches to be reported.

5.1 REPORTING BREACHES

If you have obtained information about breaches, this must be reported to our internal reporting office. Information in this context includes, for example, a reasonable suspicion or knowledge of actual or potential breaches that have already been committed or are very likely to be committed. This also includes attempts or the **concealment**[7] of such breaches are also covered here. Furthermore, a breach may consist not only of an act, but also of a **omission**[8] .

Only the Compliance Officer and their deputy (Internal Audit) have access to the information communicated via these reporting channels, in order to protect the integrity and anonymity of those who report breaches.

[7]Deliberate deception to conceal the true facts.
[8]Failure to carry out a required action, e.g. breach of the obligation to report and document gifts.

Our responsibility

5.2 HANDLING OF BREACHES

The Compliance Officer investigates all reports and acknowledges receipt within 7 days. The whistleblower will receive feedback on the follow-up measures taken and planned within 3 months of receipt.

The highest standards of confidentiality, impartiality and fairness are ensured throughout the handling of reports. Our designated reporting channels enable a strictly confidential dialogue between the whistleblower and our Compliance Officer.

Our digital whistleblowing system (https://www.atarax.de/de/startseite/leistungen/hinweisgeberportal) also allows for anonymous reports, including the option to communicate with the anonymous whistleblower.

A report submitted in good faith regarding the accuracy of the information will not be regarded as a breach of trust and will never result in adverse measures or sanctions.

On our Whistleblowing Office portal, you also have the option to report your observations anonymously.
by telephone via the hotline on: 0049 / 160 / 96210839 (Monday–Friday from 08.30–17.00, except on public holidays)
by email to: compliance@atarax.de

Our responsibility

5.3 EVALUATING AND REVIEWING ONE'S OWN ACTIONS

If you find yourself in situations where you are unsure what to do, these seven questions may be helpful:

1. Is my behaviour in compliance with the law?
2. Does my behaviour comply with YONTEX's policies and guidelines?
3. Is my behaviour free from any personal conflict of interest?
4. Can I be certain that my decision or course of action will not cause harm to any colleague or business partner, or place them at an unfair disadvantage?
5. Would it be perfectly acceptable for my decision to be reported externally and for the public to find out about it?
6. Can I justify my decisions and actions without having to lie or distort the truth?
7. Does my behaviour help to protect YONTEX's good reputation as a responsible and sustainable company?

If you can answer 'yes' to all seven of these questions, it is highly likely that your behaviour is in line with our Code of Conduct.

5.4 HELP AND SUPPORT WITH QUERIES

Should you have any questions about the Code of Conduct or any doubts regarding situations or incidents that might potentially fall within the scope of the Code of Conduct, we ask that you always seek advice from the Compliance Officer.

The Code of Conduct cannot cover every conceivable scenario. Our Compliance Officer is therefore happy to assist you with any question, however trivial it may seem, and will work with you to find a solution.
For other technical matters, please feel free to contact your usual points of contact at YONTEX.