



Code of Conduct

on Environmental and Social Governance

Ecological and social responsibility is the core of responsible conduct for us at CoachHub. The same standard we guarantee, we also expect from our business partners / suppliers.

This Code of Conduct is based on the Principles of the UN Global Compact, the Business Social Compliance Initiative (BSCI) and the international environmental standard ISO 14001.

CoachHub is a value-led business and considers its corporate governance approach as „ESG by Design“.

1. Scope

This Code of Conduct is an essential part of all employment and business relationships that exist in relation to CoachHub as an employer and to the provisioning of our service. It applies to all internal contracts and to all the direct and indirect business partners of CoachHub. Just as we commit ourselves, our business partners are obliged to abide by the principles of this Code of Conduct.

2. Legal requirements

CoachHub abides by national and international laws, regulations and ordinances. Compliance is brought to action in the actual spirit of the standards we hold ourselves and our business partners accountable to.

3. Prevention of Discrimination

CoachHub is an equal opportunity employer. All qualified applicants will receive consideration for employment and employees will be treated refraining from any active or passive discrimination, exclusion or

preference based on racial or ethnic origin, nationality, sex (including pregnancy), sexual orientation, age, physical or mental disability, political opinions, religious or philosophical beliefs, trade union membership, or any other characteristic protected by applicable laws, regulations and ordinances.

4. Etiquette, social grace and inner-corporate conduct

All employees at CoachHub and CoachHub's business partners are treated with respect and dignity. No employee may be subjected to mental, verbal or physical coercion or harassment by employers or co-workers.

Disciplinary measures may only be taken according to current national and international rights.

5. Health and safety

Health and safety standards at the workplace of CoachHub's employees and at our Business Partners workplace will be maintained. Employees are to be informed regularly regarding current workplace health and safety regulations and safety measures. In the spirit of our Company's mission, CoachHub offers programs on mental and physical well-being to CoachHub employees.

6. Environmental protection

We consider the protection of nature and the environment as one of our greatest responsibilities. CoachHub and our business partners abide by environmental laws and local standards such as waste management and recycling. Ongoing efforts are to be made to prevent and mitigate environmental burdens. We pay particular attention to the protection and the preservation of natural resources. We promote and give preference to environmentally and socially responsible products.

7. Contractual employment conditions / working hours

CoachHub as well as CoachHub's business partners guarantee the written documentation of the conditions of employees' occupation (e.g. commencement and end of the employment relationship, working hours, salary and bonuses). Employment terms must comply with the strictest requirements in force at any given time under current laws.

While CoachHub relies on trust-based working time, managers are obliged to guarantee that employees do not (voluntarily or on orders) exceed the agreed working hours to an extent that impairs their personal life.

8. Remuneration

CoachHub and CoachHub's business partners guarantee that salaries are at least equal to the respective statutory minimum salary. The salary paid must be sufficient to cover the basic needs of the employees. CoachHub guarantees and expects from business partners paying a living wage, namely to interns and to employees with high variable remuneration components.

The circumvention of social security regulations is prohibited.

9. Right of association and right to collective bargaining

Employees do not face any workplace related discriminatory treatment which is directed against the freedom of association. Employees are guaranteed their right to organize in associations of their own choice to promote and protect the interests of the employees, and to join, work for or leave such associations.

10. Measures against corruption and bribery

Bribery and corruption are prohibited by national and international laws. CoachHub and CoachHub's business partners and respective employees conduct themselves in a manner that does not give rise to any personal dependencies or obligations. Business partners guarantee an anti-bribery and anti-corruption policy with which compliance is mandatory. In the event of the suspicion of corrupt conduct, this must be reported to CoachHub Management. CoachHub's related policies apply.

11. Management systems

CoachHub and CoachHub's business partners introduce a management system in order to implement, comply with and examine the principles laid down in this Code of Conduct. The management system contains responsibilities, procedures and suitable documentation. Implementation and ongoing improvement of the principles laid down in this Code of Conduct are examined and documented regularly.

12. Communication, Monitoring and Measures

This Code of Conduct is made accessible to CoachHub's and CoachHub's Business Partners' employees. CoachHub is entitled to monitor Business Partners' Compliance to the principles laid down in this Code of Conduct. If non-compliance is detected, appropriate remedial measures are to be taken immediately; including the termination of the business relationships where necessary.

13. Complaints procedure

Complaints and notices of violations of this code of conduct can be filed at any time via CoachHub HR Team – including in an anonymous form to the following email address: confidential@coachhub.io. All business partners guarantee that they will abstain from taking any disadvantageous measures or disciplinary measures against the person filing the complaint.

The Undersigned undertakes to comply with this Code of Conduct.

Place, date
Company name
represented by
Signature