



**DAS STUDIO**

Trusted Brand Production

## **DAS STUDIO „Code of Conduct“**

Since 1969, successful brands from industry and retail, as well as the people behind these brands, have trusted the services of DAS STUDIO.

We are constantly developing with and for our national and international clients. With empathetic, responsible and flexible employees, intelligent workflows and the appropriate use of technology, we help our customers to be successful - today and in the future.

Happy and successful customers are our mission.

We are aware of our social responsibility.

As a group of companies, we are fundamentally committed to the basic democratic order, legal certainty and a free market economy.

### **Introduction**

DAS STUDIO is active in its business areas both in Germany and abroad. The minimum requirements described in this “Code of Conduct” form the basis of our shared responsibility for all stakeholders and the environment and society in which we operate, regardless of the country or culture in which we work.

We are aware of our social responsibility.

As a group of companies, we fundamentally support the basic democratic order, legal certainty and a free market economy.

This Code of Conduct is binding for all employees and provides you as employees with a common guideline and a framework for responsible behavior towards the environment, laws, business partners, the public and each other.

Unlawful or ethically questionable behavior, taking advantage or corruption in any form are of course prohibited and will not be tolerated.

We are all obliged to observe and implement these standards in our daily work processes. Our actions are based on legal compliance, environmental responsibility and ethical principles.

At DAS STUDIO, we approach each other as committed, high-performing individuals with appreciation for our individual and cultural differences. We support each other across departments and processes.

We communicate consistently and transparently, view praise and constructive criticism as opportunities for development, and cultivate our relationships with integrity and reliability.

We act reliably and consistently and cultivate trusting relationships with our customers, suppliers, and business partners. We actively involve them in our thinking and actions to achieve continuous improvement and innovation together. This is how we create sustainable partnerships and shared added value.

## **2. Compliance**

Compliance with all applicable laws is self-evident for us and goes without saying– both nationally and internationally. All managers are responsible for communicating and implementing these laws.

The comprehensive German and European regulations already ensure a very high standard. Examples of relevant regulations we adhere to:

**BGB, JarbSchG, MuSchG, HinSchG, AGG, DGUV regulations, EU GDPR**

## **3. Principles**

### **3.1 Environmental protection & sustainability**

We reduce resource consumption, recycle, use solar power from our own production, and contribute to reducing printing ink, water, and CO<sub>2</sub> emissions through our expertise in repro and remote proofing, among other things.

### **3.2 Equality & respect**

Discrimination and harassment of any kind will not be tolerated. We safeguard diversity, equal opportunities, and a climate of appreciation (see also “Inclusion and Diversity Policy” and “Anti-Harassment Policy”).

### **3.3 Health & safety**

We protect the physical and mental health of our employees. This includes safe workplaces, fair working hours, and responsible management of stress.

### **3.4 Alcohol & drugs**

The consumption of alcohol or drugs and working under their influence is prohibited in the interests of safety and work performance.

### **3.5 Human & children's rights**

We respect human rights worldwide. We firmly reject child labor, forced labor, discrimination, and exploitation, both internally and among our business partners.

### **3.6 Confidentiality & data protection**

Confidential company data must be protected. Personal data is collected and processed in accordance with applicable data protection laws (e.g., GDPR/DSGVO). Our external data protection team supports us in implementing these laws.

**Contact Data Protection Officer:** [dsb-dsth@ensecur.de](mailto:dsb-dsth@ensecur.de)

### **3.7 Responsibility toward customers**

We provide objective and solution-oriented advice. Innovation, quality, and service are our focus. Customer orientation is at the heart of everything we do.

## **4. Conflicts of interest**

### **4.1 Recognizing and avoiding**

Private interests must not influence business decisions. Conflicts must be reported to superiors or the whistleblower office at an early stage.

Our external process and contact for external and internal whistleblowers:

[hinweisgeber1@ensecur.de](mailto:hinweisgeber1@ensecur.de)

Example of a short, quick, and simple compliance check:

- Am I independent and objective?
- Are my actions in accordance with the law?
- Is it in line with our values?
- Is it publicly acceptable?
- Is it damaging to the reputation of DAS STUDIO?
- Would I be happy to tell my loved ones about it and report it with pride?

### **4.3 Reporting**

We promote an open corporate culture. Violations can be reported internally or anonymously to the whistleblower office – in strict confidence.

Contact for external and internal whistleblowers: [hinweisgeber1@ensecur.de](mailto:hinweisgeber1@ensecur.de)

## **5. Gifts & benefits**

Invitations and gifts are only permitted within reasonable limits and must not exert any influence on business. In case of doubt, consult a manager or supervisor.

### Basic rules at a glance:

- Maximum value for gifts/restaurants: \$35 net
- Promotional items (e.g., pens) are permitted
- Alcoholic gifts are not permitted
- Accepting cash is strictly prohibited

## 6. Supply chain and implementation

### 6.1. Supply chain

DAS STUDIO endeavors to adhere to these principles throughout the entire supply chain as far as possible. DAS STUDIO endeavors to commit its suppliers, to the best of its ability, to the principles of this Code of Conduct, to comply with these principles, and to encourage their own suppliers to comply with these minimum requirements.

DAS STUDIO is entitled to check that its suppliers comply with the obligations arising from this Code of Conduct. In doing so, DAS STUDIO suppliers undertake to support the verification process, in particular by responding to requests from DAS STUDIO in a timely and appropriate manner and by allowing and facilitating on-site inspections.

### 6.2 Remedies

Violations in the supplier's own operations or in the supplier's supply chain, in particular violations of human rights or environmental obligations, must be remedied immediately and reported to DAS STUDIO. If this is not possible in the foreseeable future, the supplier must immediately develop and implement a plan to end or minimize the violations. The plan must include a specific timetable and DAS STUDIO must be informed of the measures taken and their results.

## 7. Whistleblower office & contact person

If you have any questions or concerns, you can contact your supervisor or an internal, confidential whistleblower office. This office guarantees the protection of your identity and the proper handling of all reports.

Contact for external and internal whistleblowers: [hinweisgeber1@ensecur.de](mailto:hinweisgeber1@ensecur.de)