

CORPORATE SOCIAL RESPONSIBILITY POLICY

Effective Date: 01.07.2025

Responsible: Management of MOprojects & Schwanekamp Interior

Applies to: MOprojects, Schwanekamp Interior, all employees, suppliers, and partners

1. OUR RESPONSIBILITY

This policy outlines the fundamental principles of social, environmental, and ethical corporate responsibility that guide MOprojects & Schwanekamp Interior in our daily operations. It applies to all employees, managers, business partners, and our entire supply chain.

At MOprojects & Schwanekamp Interior, we are committed to upholding human rights, improving working conditions, and promoting ethical business practices. We take a holistic approach and align our actions with three internationally recognized frameworks:

- the **UN Guiding Principles on Business and Human Rights (UNGPs)**
- the **Conventions of the International Labour Organization (ILO)**
- the **ETI Base Code** of the Ethical Trading Initiative

The **UNGPs** form the foundation of our commitment. Developed by the United Nations, these principles emphasize our responsibility to avoid and minimize human rights violations in our business operations and to provide appropriate remedies in the event of any harm. We are firmly committed to respecting human dignity and ensuring that our business activities do not have negative impacts on human rights.

The **ILO Conventions** are more than legal obligations to us — they serve as guiding principles for creating fair, safe, and equitable working conditions. We actively ensure that the labor standards and rights defined in the ILO Conventions are respected throughout our supply chain. This includes protection against child and forced labor, guaranteeing equal opportunities, and respecting the rights of employee representation.

The **ETI Base Code** forms the basis of our ethical supply chain strategy. We adhere to its standards in our business practices and in collaboration with our suppliers. These standards include fair working conditions, appropriate remuneration, reasonable working hours, and the prohibition of any form of discrimination. This code ensures that our business activities promote not only economic success but also social responsibility.

Additionally, our actions are guided by the principles of the **UN Global Compact**.

2. ETHICS & COMPLIANCE

We are committed to a high level of integrity and transparency:

- **Zero tolerance** for corruption, bribery, money laundering, or financing of terrorism
- No gifts or benefits exceeding €35 without prior approval
- Implementation of the **four-eyes principle** for purchasing and financial transactions
- **Annual ethics training** for all employees with external contact roles
- **Internal whistleblower system** for reporting violations (anonymous, reviewed by management)

Responsible: Executive Management

3. HUMAN RIGHTS & LABOR STANDARDS

We respect fundamental human rights and are committed to fair working conditions:

- Prohibition of child labor, forced labor, and prison labor
- Equal treatment and non-discrimination (in accordance with AGG & ILO standards)
- Protection of freedom of association and collective bargaining rights
- Fair wages and regulated working hours
- Prohibition of physical or psychological violence, harassment, or intimidation
- Incorporation of these principles into employee contracts and supplier agreements

Risk Assessment:

We assess our direct suppliers based on social criteria (e.g., certifications such as FSC, voluntary commitments, scorecards). In cases of suspicion, targeted inquiries or audits are conducted.

Responsible: Purchasing / Project Management

4. HEALTH & SAFETY

Our employees work in a safe and protected environment.

Measures include:

- Regular safety briefings and instructions
- Mandatory use of hearing protection and PPE
- Internal noise level monitoring (2024: all values below legal limits)
- Fire drills and first-aid training
- Emergency management protocols across all departments

Responsible: Departmental Team Leaders

5. ENVIRONMENT & CLIMATE PROTECTION

We operate our business with the goal of minimizing negative environmental impacts. Concrete data and progress are documented in our annual environmental report.

► **Environmental Targets 2022–2030** (*Base year: 2022*)

Goal

Reduce diesel consumption by 30%

Reduce electricity consumption by 20%

Reduce heating oil consumption by 15%

Reduce paper usage by 5% per year

Achieve $\geq 75\%$ LED lighting coverage

Achieve $\geq 75\%$ PV share of electricity

Reduce waste volume by 10%

► **Key Measures**

- Photovoltaic systems across the entire production site
- Paper reduction through digital dashboards and processes
- Recycling and disposal via certified waste management companies
- Paint residue recycling & use of ecological alternatives
- Consulting clients on sustainable materials, including multilingual guidance

► **Environmental KPIs**

- CO₂ per employee
- Total CO₂ emissions
- LED lighting share
- Solar energy share
- Annual waste volume (in tons)
- Paper usage per employee (sheets/year)

► Environmental Risk Assessment

Risk	Countermeasure
Dependence on heating oil	Evaluation of pellet/PV alternatives
Rising electricity consumption	Usage monitoring, automation implementation
Supply gaps in sustainable raw materials	Supplier network & client consultation

Responsible: Executive Management / Production Management / Purchasing

6. SUSTAINABLE PROCUREMENT

We design our supply chain responsibly and assess both ecological and social aspects:

- Use of FSC-/PEFC-certified wood materials
- Supplier selection based on documented self-disclosures and recognized certifications
- Sustainability and risk training for internal purchasing staff

Responsible: Purchasing / Project Management

7. COMPLAINT MANAGEMENT & REVIEW

- Internal anonymous whistleblower system (reviewed monthly)
- Complaints and improvement suggestions are reviewed by the management
- This policy is reviewed and updated annually (next review: Q2/2026)
- Progress is published annually in the Environmental Report in line with internal KPIs
- Goal monitoring is documented as part of the internal CSR controlling system

8. FINAL REMARK

This policy is binding for all involved. Our mission is to create sustainable solutions in shop and interior construction — with respect for people, the environment, and society.

We align our actions with the **Sustainable Development Goals (SDGs)**, particularly:

SDG 3 (Good Health), SDG 7 (Affordable and Clean Energy), SDG 12 (Responsible Consumption), SDG 13 (Climate Action), SDG 15 (Life on Land)

Vreden-Lünten, 01.07.2025

Signed on behalf of the Executive Management:

Delia Bensing

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