

# Human Rights & Labor Standards Commitment

The Siegfried Group (Siegfried) is fully committed to support the protection of internationally proclaimed human rights as defined in (i) the UN-Global Compact and (ii) the International Labour Organization (ILO) policies and recommendations. Together with employee representatives and trade unions, we transfer these principles to our working environment.

## Our Guidelines

Human rights are inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. They include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education. At Siegfried, our commitments to human rights and compliance with internationally recognized labor standards are an integral element of our core value "Integrity" and they are endorsed by our Board of Directors and our Executive Committee.

## Our Corporate Values



### Excellence

"We excel in everything we do."



### Passion

"We care deeply about what we do and how we do it."



### Integrity

"We act responsibly, reliably, respectfully and live up to our own standards."



### Quality

"We do things right the first time."



### Sustainability

"We think far beyond tomorrow."

## Our Commitment

Siegfried is committed to respecting internationally recognized human rights and to avoiding causing or contributing to adverse human rights impacts through its business activities. Where negative impacts on human rights are identified, Siegfried is committed to taking appropriate and timely measures to address and remediate such impacts.

Siegfried is committed to promoting fair, safe, and responsible labor practices across its own operations.

Working time and rest periods are managed in line with applicable local laws and regulations. Siegfried seeks to ensure that working hours are appropriately recorded through time-tracking systems at its sites.

Statutory requirements regarding maximum working hours, rest periods, overtime, and paid leave are respected, and overtime is compensated in accordance with applicable laws and regulations. Appropriate workforce planning is applied to prevent excessive overtime.

Siegfried is committed to fair and equitable remuneration. Equal pay for work of equal value is promoted regardless of gender or any other personal characteristic. Wages paid at Siegfried sites are intended to meet or exceed applicable statutory minimum wage requirements.

In particular, we are committed to creating a workplace:

 **free of**

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Human trafficking

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Forced labor

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Child labor

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Discrimination and harassment

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 **and respecting**

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Freedom of association

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The right to collective bargaining

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Equal remuneration

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Fair working conditions, including balanced hours and paid leaves

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Opportunities for growth and development

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## Our Framework

### Siegfried Employees

#### Code of Business Conduct

The Siegfried Code of Business Conduct (Code) prohibits any form of discrimination and harassment. The Code states that all Siegfried employees or Siegfried representatives shall (i) conduct their activities in full compliance with all applicable laws, (ii) respect employees' rights to join or refrain from joining associations or worker organizations and (iii) must not use forced or child labor. In addition, with our policy on diversity, inclusion & equality, we have also given ourselves a binding framework to treat everyone equally.

#### Speak Up Culture

In case of an observed or suspected breach, Siegfried employees and representatives are encouraged to speak up to the Siegfried Integrity Office using one of the various reporting channels. The Siegfried Integrity Office ensures that no retaliatory measures are taken for all reports submitted in good faith.

#### Human Rights Assessments

Siegfried conducts annual internal assessment to assure compliance with international human rights including (i) the UN-Global Compact and (ii) the International Labour Organization (ILO) policies and recommendations. Siegfried also engages independent, reputable third parties to periodically review compliance with international human rights standards, focusing on selected key areas (e.g. gender pay gap analysis). The results are published in Siegfried's annual report.

#### Trainings

Mandatory physical or web-based trainings for all Siegfried employees ensure a high level of understanding and create a general awareness for international standards with regard to human rights and conditions of employment.

## Siegfried Business Partners

This Human Rights & Labor Standards Commitment applies to Siegfried's own operations. Expectations regarding human rights and labor standards for suppliers, contractors, and other business partners are defined in the policies and requirements set out below, in particular in the Siegfried Supplier Integrity Commitment.

### Supplier Integrity Commitment

All suppliers, agents and distributors of Siegfried are required to prevent or mitigate adverse human rights and labor standards impacts. The Siegfried Supplier Integrity Commitment provides guidance on our expectations along our supply chain in more detail.

### Supply Chain Integrity

Siegfried carries out risk-based supplier due diligence including adherence to international human rights and labor standards. We conduct comprehensive risk assessments working cross-functional teams to identify the suppliers that we believe are exposed to the highest risks. In addition, Siegfried partners with internationally reputable partners such as Dun & Bradstreet to assess all Siegfried suppliers.

### Supplier Risk Management

In order to assess the sustainability risk of suppliers, including all issues related to human rights and child labour, Siegfried has established its own Supplier Sustainability Risk Assessment Regulation. If we are made aware of any non-compliance with the Siegfried Supplier Integrity Commitment, Siegfried reserves the right to request corrective actions and/or to terminate any agreement with a non-compliant supplier. For further information, please visit [siegfried.ch/sustainability/integrity/](https://siegfried.ch/sustainability/integrity/).

### Human Rights Audits

Based on the Supplier Risk Assessment Regulation, Siegfried conducts comprehensive sustainability audits along the Siegfried supply chain, including all issues related to human rights and child labour.

Do you need further information on this policy or want to ask for advice?

Do you want to report a concern?

Visit [siegfried.ethicspoint.com](https://siegfried.ethicspoint.com)

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