



Code of Conduct for Suppliers and Business Partners

HR Campus not only strives to make employees happier and companies more successful but also aims to **contribute positively to society and the environment.**

We place great importance on business partners who share our principles of a people-centered work culture, ethical business practices, and environmental sustainability.

For a **successful** collaboration!

For a trusting and long-term partnership, we expect our suppliers (any contractor that provides goods or services to HR Campus) and business partners to commit to the following principles, which are aligned with the principles of the United Nations Global Compact (UNGC).

If suppliers or business partners engage third parties in connection with their business relationships with HR Campus (such as subcontractors), we expect these third parties to also adhere to the fundamental principles outlined in this Code of Conduct for Suppliers and Business Partners.

Compliance with Laws

Suppliers and business partners must comply with all applicable laws, regulations and international standards that are relevant to their business activities. These include:

- Labor law provisions
- Environmental protection laws
- Health and safety regulations
- Data protection and privacy guidelines

Integrity and Ethical Business Practices

HR Campus expects suppliers and business partners to uphold a high level of integrity and ethics in their business practices. This includes:

- Prohibition of corruption, bribery, extortion, and money laundering
- Compliance with fair competition and applicable antitrust and competition laws
- Avoidance of conflicts of interest
- Protecting confidential information and third-party intellectual property

Environmental Responsibility

HR Campus expects suppliers and business partners to operate in an environmentally and resource-conscious manner. This includes:

- Reduction of waste and emissions
- Responsible use of energy and raw materials
- Use of sustainable products, technologies, and processes
- Minimizing the use of hazardous substances and ensuring their safe handling
- Compliance with the provisions of environmental laws

Social Responsibility and Human Rights

Suppliers and business partners must respect human rights and ensure fair working conditions. These include:

- Prohibition of child labor, forced labor, and disciplinary punishments
- Payment of fair wages that provide employees and their families with a decent standard of living
- Compliance with legal and reasonable working hours
- Ensuring equal opportunities
- No discrimination based on gender, ethnicity, religion, sexual orientation, or other characteristics
- Ensuring workplace safety and promoting employee health



Responsibility of Suppliers and Business Partners

Suppliers and business partners are responsible for ensuring that this Code of Conduct or an equivalent code of conduct is adhered to throughout their supply chains. They are encouraged to promote and actively implement sustainability and ethical practices across their entire value chain.

Monitoring and Compliance with the Code of Conduct

HR Campus reserves the right to verify compliance with this Code of Conduct through appropriate measures after prior notice and during regular business hours. If a supplier or business partner violates the basic principles set out in this Code of Conduct, HR Campus reserves the right to terminate the business relationship with that supplier or business partner by means of extraordinary termination. HR Campus may, at its discretion, refrain from such consequences and instead take alternative measures if the supplier or business partner credibly assures and demonstrates that immediate countermeasures have been taken to prevent future violations.

Validity: December 2024

Thank you for your commitment and cooperation!

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