

HIH Real Estate



Code

*Ethical Standard and
Code of Conduct*





Introduction

We take on the challenges of the future.

The early recognition of market changes, the implementation of regulatory requirements and a digital management oriented toward future challenges are part of our corporate philosophy.

Since we are in the business of managing long-term investments, our decisions are forward-looking and based on the responsible interaction with the environment and with society. We contribute actively to the implementation of the Paris Climate Accord by using the structuring options available to us within the scope of our business lines to avoid carbon emissions.

We are constantly working on economically sensible solutions to reduce the consumption of energy and water, and to lower carbon emissions.



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1 Bases of Our Actions

We are committed to upholding the ethical standards that derive from universal human rights and civil rights. To this end, we act specifically in accordance with the guiding principles of integrity, fairness, reliability, respect and trust, which we respect in all collaborative relationships.

This Code is based on our sustainability strategy, our corporate mission statement, our governance principles and our ESG mission statement. We want to create a responsible corporate culture that supports the sustainable activities of each employee¹ and of the company as a whole.

Our Code facilitates the hands-on implementation of this corporate culture.

1.1 Our Mission Brief

- We seek to act fairly and accountably with regard to the environment and to society.
- We are well aware of your responsibility.
- We conserve resources – taking a long-term economic view – and strive to keep getting more efficient.
- We are committed to equal rights and diversity.
- We think and act with a view to the future.
- We make an effort to help others. We leverage our possibilities to exert influence. We form our own opinions.

1.2 Our Policies in Accordance with the Principles of the UN Global Compact

- Protecting internationally proclaimed human rights
- Avoiding complicity in human rights abuses
- Recognising the freedom of association and the right to collective bargaining
- Advocating the elimination of forced labour
- Advocating the abolition of child labour
- Advocating the elimination of discrimination in regard to employment and occupation
- Taking a precautionary approach to environmental challenges
- Promoting deepening environmental awareness
- Developing and disseminating environmentally friendly technologies
- Fighting corruption in any form

¹ Generic mention of the individual employee may use male pronouns for the sake of simplicity when actually referring to employees of any gender (m/f/d).



2 Anchoring the Principles in Our Contracts

2.1 Sustainable Employment Contracts

The employment contract serves as foundation of the collaboration between the company and its employees. It references the Code and the recommendations for action it contains:

The parties are aware of their responsibility to protect the natural basis of life and of the climate in the interest of future generations. They share the wish to align the implementation of the employment relationship with sustainability criteria, among others.

Working together, the Parties therefore wish specifically to save and conserve resources and energy, to avoid emissions and to engage in a productive collaboration. To this end, environmental and social aspects should be taken into account.

The parties shall strive to encourage other employees, third-party service providers and other partners relevant to the performance of a given task to take aspects of sustainability into account. The parties agree to take all measures and recommendations that have been agreed within the framework of the company's various sustainability initiatives into account in their collaboration.





2.2 Sustainability in Our Remuneration Policy

Our remuneration policy prescribes that all of our employees are advised to operate sustainably and to observe the following sustainability criteria, among others:

- equal treatment of men and women
- promotion of intercultural exchange
- compliance with each item of this Code



3 Sustainability in Workday Reality

In our workday reality, we encourage social interaction and promote harmony between mankind and the environment. This theme is anchored in our corporate structure as underlying principles.

3.1 Governance

We adhere to local laws, regulations and jurisdictions wherever we live and work. This goes even for our in-house processes and policies. We openly and transparently cooperate with supervisory authorities.

Compliance

We ensure adherence to statutory regulations, in particular with regulatory ones (e. g. laws but also contractually or internal regulations, such as codes of conduct).

The purpose of compliance is to expose, control and, if possible, avoid the risk of breaching statutory and regulatory requirements and obligations.

To this end, our compliance officer (m/f/d) will assist the company and any employee with issues concerning conflicts of interest, the handling of allocations and donations, the hosting of events, and employee transactions.

Our internal processes and process flows are structured to prevent money laundering. It is our responsibility to identify, prevent and immediately report any possible cases of money laundering.

Corruption

We have zero tolerance for bribery, including any unlawful offers of payment. We will neither make or accept any inappropriate gifts in conjunction with our business activities. This applies in a direct and indirect sense.

We will not engage in, or immediately terminate, any business relation with individuals or entities named on sanction lists.

Data Protection

Person-based data tend to be sensitive. For good reason, the obligation to handle such data with care is therefore integrated into the personality rights of every citizen.

In our group, as in other corporate groups, personal data are, as a rule, electronically processed and saved. While doing so simplifies workflows, it comes with obligations for the staff involved and for the management.

Whistleblowing

The HIH Group has implemented a whistleblowing process to ensure that employees can anonymously report violations or grievances without having to fear reprisals by the employer.



3.2 Social

Diversity and Inclusion

Our understanding of diversity covers a range of aspects, including gender, ethnicity, LGBTQ, disability, mental health and inclusive leadership. Every employee is entitled to a work environment free of discrimination and reprisals. This is why we will interact openly and respectfully with each other, minding our language and conduct.

We are determined to promote social interaction and social justice as well as to ensure fair payment and equal treatment regardless of gender.

We support initiatives to hire, promote and retain more women on all levels of the organisation.

The HIH Group also promotes intercultural exchange by hiring people from different countries of origin. At the moment, HIH Group employs nationals of 25 different countries.

Community Engagement

We get directly involved in neighbourhood activities and support charitable causes by regularly hosting events and through fundraising.

Employee Commitment

Employees are prompted and encouraged to openly share their opinions and actively provide feedback regarding their specific business area and the corporate strategy.

All employees meet with their superiors from time to time to provide mutual feedback, at the least on occasion of their annual review. New employees meet with the human resources department and their superiors in short intervals. In addition, employees are offered a wide variety of options for their continued professional development and training.

Employee Health and Safety

We are committed to providing all employees with a work environment conducive to their health, safety and well-being.

Health and safety policies govern the structuring of the work environment, while all applicable laws of any country where we have staff on the ground are, of course, upheld as well.



All of our employees are expected to behave in ways that are conducive to their own health and safety, and to the health and safety of their co-workers.

The work environment created by us will satisfy the general health, comfort and safety requirements. Employees may approach the health management staff to discuss related issues.

The health management covers the following aspects, among others:

- Workplace assessments
- Company doctor
- Help to cope with mental stress
- Vaccinations
- Sports and fitness programs



3.3 Environmental

Environmental Management

We are striving continuously to improve our business processes and their ramifications for the climate change. To this end, we define processes that are meant to expedite the implementation of our sustainability strategy. We ensure that these processes are actually implemented and that they satisfy relevant legal requirements. Whenever necessary, the processes will be adjusted. Our employees are instructed to actively support and promote implementation.

This includes the ways in which we handle

- company cars
- business travel
- IT infrastructure
- interior fit-out of our offices (LED lights, low-flow taps, etc.)
- We intend to conserve additional energy and CO₂ by transitioning to green IT. To this end, we review our equipment to see what is necessary, what could be replaced with green alternatives, and how we could start making a difference as early as the supply chain through our equipment selection.
- Doing so also enhances the health and comfort of our employees by reducing the exposure to radiation or airborne pollutants (e. g. from printers) at the workplace.
- Compliance with sustainable product standards, e. g. using paints with low concentrations of volatile organic compounds. Transition to cleaning agents of organic quality that are free of micro-plastics, etc.
- Consideration of local suppliers and subcontractors to strengthen the local economy and create jobs.
- Procurement of local catering and avoiding disposable goods when hosting business events.

Every employee is encouraged to submit additional proposals



4 Disclaimer

This concept paper includes no recommendation for action and does not represent a financial analysis, investment advice, or contract offer. For exhaustive details and for notes on the opportunities and threats associable with the products and services available from HIH Real Estate, please see the relevant contract documents and the annual reports.

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5 Legal Notice

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