



Code of Conduct for Suppliers and Business Partners for the Provision of Services and Works in the Trade Fair and Event Sector

of

SCF Corporate Services GmbH

St Martin Tower · Franklinstraße 61-63, 60486 Frankfurt a. M., registered in the Commercial Register of
the Local Court of Frankfurt am Main under HRB 110815, legally represented by
Managing Director Dr. Magnus Ekerot
– hereinafter referred to as “SCF” –

Section 1: Preamble

At SCF, we firmly believe that the success of events is inseparably linked to the protection of people, communities, and the environment. This Supplier Code of Conduct defines the fundamental principles and expectations we place on all suppliers, service providers, subcontractors, and business partners. Its aim is to promote responsible business practices that are practical and collaborative, ensuring that sustainability supports our shared success.

It is based on internationally recognized standards such as the United Nations Guiding Principles on Business and Human Rights, the core labour standards of the International Labour Organization (ILO), as well as applicable national and European laws.

Section 2: Scope

This Code applies to all suppliers, service providers, and subcontractors working with our company. Suppliers are required to comply with the provisions of this Code and to ensure that these principles are likewise observed by their own sub-suppliers and subcontractors.

Section 3: Human Rights and Working Conditions

Our suppliers respect internationally recognized human rights and commit to fair, safe, and inclusive working conditions. This responsibility forms the basis for sustainable and trustworthy cooperation.

(1) Protection of Children, Young Persons, and Against Forced Labour

Child labour is prohibited under the ILO core labour standards. Minor employees may only be employed in accordance with applicable statutory provisions and are entitled to special protection. All forms of forced labour and human trafficking are strictly prohibited.



(2) Fair Employment Conditions and Recruitment

Suppliers shall ensure that wages, salaries, and social benefits meet at least the statutory requirements and are in line with industry standards. Working hours must comply with the applicable legal provisions. Recruitment processes shall be fair, transparent, and voluntary. The charging or collection of any fees or costs from employees in connection with their hiring, placement, or employment is prohibited and violates the principles of the International Labour Organization (ILO).

(3) Equal Opportunity, Inclusion, and Employee Participation

The right of employees to freedom of association and collective bargaining shall be respected. Discrimination, bullying, or sexual harassment will not be tolerated. Suppliers shall promote a respectful and inclusive working environment. They shall provide fair opportunities for all employees, irrespective of gender, origin, age, any disabilities, or other personal characteristics, and shall ensure equal treatment for all employees.

(4) Health and Safety at Work

Suppliers shall provide safe, healthy, and hygienic working conditions that comply with applicable legal requirements and international standards. This includes measures for accident prevention, emergency preparedness, and the protection of employees' physical and mental health.

Suppliers are required to establish or implement appropriate control mechanisms, safe working procedures, preventive maintenance measures, and necessary technical safety precautions to effectively minimize health and safety risks in the workplace. If hazards cannot be fully eliminated despite appropriate protective measures, suppliers shall ensure that their employees are equipped with suitable personal protective equipment to safeguard their health and safety.

Safety-related information on hazardous substances, including components of intermediate products, must be fully and clearly documented, actively communicated, and made accessible to employees so they can be properly informed, trained, and protected against potential hazards

(5) Workwear, Appearance and Conduct

Suppliers shall ensure that their employees are appropriately dressed and that they conduct themselves in a professional and respectful manner toward customers, business partners, and other stakeholders.

Section 4: Environmental Responsibility

Our suppliers actively contribute to ensuring that events and projects are implemented in an environmentally sound and resource-efficient manner. We understand sustainability as a shared responsibility, under which suppliers take measures appropriate to their field of activity and capacity.

(1) Resources and Energy Efficiency

Suppliers commit to conducting their business operations in a resource-efficient manner. This includes the efficient and sustainable use of energy, water, and raw materials in order to conserve natural resources. Equally important to us is the promotion of renewable energy use.



Waste shall be avoided, reduced, separated, recycled, or properly disposed of wherever possible, always in compliance with applicable legal provisions and recognized industry standards. Where feasible and appropriate, suppliers shall also use environmentally friendly technologies, products, and materials, including certified and recyclable materials. Modular designs and the reuse of components are expressly encouraged to further minimize negative environmental impacts.

(2) Decarbonization and Climate Strategy

We encourage suppliers to develop and implement long-term strategies for reducing greenhouse gas emissions. The aim is to promote climate-friendly business practices and contribute to the decarbonization of the entire supply chain. Measures may include, among others, the transition to low-emission technologies, the optimization of transport routes, and the use of climate-neutral energy sources. Recording and communicating relevant environmental metrics, such as emission levels, energy consumption, and waste volumes, support transparency and continuous improvement.

Internal audits, self-assessments, or external reviews may help ensure compliance. A reporting system for environmental violations and improvement suggestions is recommended.

(3) Protection of the Environment, Air, Soil, and Ecosystems

Suppliers shall implement measures to minimize the negative impacts of their activities on people and the environment. These include, in particular, improving air quality, reducing noise emissions, and protecting soil, water bodies, and biodiversity.

Chemicals must be handled safely, and hazardous substances shall, where possible, be replaced with more environmentally friendly alternatives. Environmental risks shall be systematically identified and reduced through appropriate technical and organizational measures to prevent harm to ecosystems and human health.

(4) Compliance with Environmental Laws and Regulations

Suppliers shall comply with all applicable environmental laws and regulations. Illegal environmental practices shall be actively avoided. Any breaches of environmental requirements must be reported without delay and remedied through appropriate corrective measures.

Section 5: Ethical Business Conduct

Our suppliers commit to integrity, transparency, and responsible action. Ethical business conduct forms the basis for trusting and long-term partnerships and ensures compliance with legal and regulatory requirements.

(1) Compliance with Laws and Regulatory Responsibility

Our suppliers shall always act in accordance with all applicable laws, regulations, and industry standards. This includes, in particular, national and international regulations on export controls, import rules, and economic sanctions. Compliance with these requirements is the foundation of a reliable and long-term cooperation.

(2) Integrity, Prevention of Corruption and Money Laundering



We expect our business partners to strictly avoid any form of corruption, bribery, or undue advantage. Money laundering and other illegal financial activities are likewise prohibited. Business decisions shall be taken transparently, responsibly, and in a manner that can be verified.

(3) Fair Competition and Management of Conflicts of Interest

We expect strict compliance with all competition and antitrust laws. Competitive advantages shall only be gained through lawful means. At the same time, private interests that could influence business decisions must be avoided or disclosed to prevent conflicts of interest.

(4) Financial Responsibility and Transparent Reporting

Suppliers shall keep their business records complete, accurate, and verifiable. Information provided to business partners and competent authorities must be truthful and disclosed proactively. This ensures that economic decisions are made on the basis of reliable data.

(5) Protection of Intellectual Property

Suppliers shall respect third-party intellectual property rights, including copyrights, registered industrial property rights such as patents, utility models, and trademarks, as well as trade secrets and confidential know-how. Likewise, they undertake to protect the client's intellectual property and trade secrets and to use such information solely within the scope of the agreed cooperation and only to the extent necessary to achieve the agreed business purpose. Plagiarism, unauthorized use of intellectual property, or improper disclosure of confidential information to third parties are strictly prohibited.

(6) Datenschutz und Informationssicherheit

Personal data shall be processed exclusively in accordance with applicable law, in particular the General Data Protection Regulation (GDPR).

Based on the services or activities provided for the client, suppliers are expected to participate in information security reviews upon request (e.g., via questionnaires, audits, or evidence of certifications). In doing so, applicable security standards and the client's requirements shall be observed.

These requirements are available at <https://www.etglobal.com/hubfs/security/information-security-requirements.pdf>.

Suppliers are encouraged to implement appropriate organizational and technical measures to protect confidential data and related systems and to demonstrate their effectiveness as needed, insofar as appropriate for the services provided.

(7) Maintenance of Business Relationships and Communication with Customers

Suppliers shall respect SCF's existing business relationships and refrain from any actions that could directly or indirectly impair them. In particular, they undertake not to establish active business relationships with SCF's customers who are being served within the scope of the collaboration, nor to solicit or induce SCF employees to resign.

Direct commercial communication with SCF's customers shall take place exclusively with SCF's prior express consent.



Section 6: Umsetzung und Kontrolle

Suppliers shall take appropriate measures to implement these standards. Our company reserves the right to verify compliance by means of audits, questionnaires, self-disclosures, or supporting evidence. In the event of violations, we expect corrective action to be taken as quickly as possible. Repeated or serious violations may result in termination of the cooperation.

Section 7: Whistleblower System

Suppliers shall create an environment in which employees and subcontractors can report concerns or violations of this Code, as well as of statutory or other mandatory regulations or standards. SCF provides the *Speak Up – ET Global Whistleblower Channel*, which meets the highest requirements for data protection and information security, allowing reports to be submitted securely and, if desired, anonymously. The channel can be accessed via the company website. Alternatively, reports may also be submitted via the following email address: compliance@etglobal.com.

Section 8: Acknowledgement

Suppliers acknowledge having taken note of this Supplier Code of Conduct and commit to compliance with its provisions by doing business with SCF. SCF reserves the right to review this Code regularly and update it as necessary to reflect legal, ethical, and company-specific developments. Suppliers will be informed of any changes in a timely and comprehensive manner. The current version is available on the company website and shall enter into force upon publication or on the specified effective date, unless communicated otherwise.

Frankfurt am Main, 03.11.2025

Dr. Magnus Ekerot
Managing Director
SCF Corporate Services GmbH