



Code of Conduct and Values at Best Secret Logistik GmbH

Our values in cooperation with and between employees, customers and business partners

Overview of relevant laws and regulations

We at BestSecret want to achieve our corporate goals in a legal, fair and respectful manner. It is therefore very important to us to treat our employees, customers, business partners and everyone else accordingly. Below, we explain how we at BestSecret want each other to be treated. In the event of a breach of these principles of conduct or values, we ask all employees to contact their manager, HR or Compliance. In addition, reports can be made via our electronic whistleblowing system (whistleblowing.bestsecret.com) at any time - even anonymously.

INTEGRITY

We comply with all applicable laws, government regulations and environmental standards. We respect all agreements of our company.

RESPECT AND DIVERSITY

We value our differences and respect the fundamental dignity of everyone. We respect human rights under all circumstances. Discrimination and sexual harassment have no place at BestSecret.

TRUST AND FAIRNESS

We are fair to each other, thus building trust. We act in such a way that our colleagues and managers can also trust us.

LEADING BY EXAMPLE

We act as role models by actively exemplifying our values.

HONESTY

We act transparently and with a clear conscience. We deal openly with possible mistakes, try to correct them and learn from them. If we observe harmful behavior on the part of our colleagues (e.g. theft), we report this immediately.

SUSTAINABILITY

We are committed to a sustainable future. We actively make suggestions on how we can make the working processes at BestSecret even more environmentally friendly and resource-efficient.

RESPONSIBILITY

We take responsibility. We point out problems instead of leaving them for others. We act in the interests of BestSecret.

HEALTH AND SAFETY

BestSecret does the best it can when it comes to health and safety by complying with all workplace regulations and looking after of our colleagues.

DRUG AND ALCOHOL BAN

We never come in to work under the influence of alcohol or other drugs, and we never consume them at work.

OCCUPATIONAL HEALTH AND SAFETY LAWS

We adhere to the applicable occupational safety rules and try to improve occupational safety even further. We report violations to our managers.

BRIBERY AND CORRUPTION

We do not tolerate the acceptance of gratuities, such as bribes or inappropriate invitations or gifts.

DATA PROTECTION

We protect the data entrusted to us. We only use this data for legitimate business and authorised purposes. We treat personal information, especially about employees, customers and suppliers, with due care.

ANTI-DISCRIMINATION / UN DECLARATION OF HUMAN RIGHTS

We do not discriminate against anyone, especially not on the basis of skin colour, national origin, gender, religion, age, appearance, sexual orientation, or any similar criteria. If necessary, we stand by our colleagues' sides to protect them.