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ESG risk framework.

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1. Introduction

peopleForecast GmbH ("HRForecast") is committed to conducting business sustainably and in compliance with all applicable laws and internal regulations. We believe that adherence to ESG principles is essential to our success as a responsible global citizen and a trustworthy business partner.

Our ESG Risk Framework is designed to ensure that we and our partners comply with all applicable laws and regulations, and that we conduct business in an ethical and responsible manner, based on the overarching principles of protecting the environment, respecting human rights and promoting good corporate governance.

The purpose of this guideline is to provide guidance on how HRForecast mitigates ESG risks. This document covers our stance on:

- **ESG risks**
 - Environmental guideline
 - Social and human rights guideline
- **Governance guideline**
- **Trade compliance & sanctions guideline**

This guideline applies to all team-members, agents, sales reps, associated third parties and contractors of HRForecast within all regions, areas, and functions. We expect our third parties and suppliers to adhere to this statement.

2. Guidelines

2.1 Environmental guideline

HRForecast acknowledges climate change and the severe negative impact it has on humans, animals and the environment. Climate change needs to be addressed as a key priority as it will negatively impact our generation and the generations to come.

HRForecast will not provide business support to entities or projects that:

- cause severe harm to climate, by activities with the least efficiency and worst intensity
- negatively impact biodiversity, by causing conversion or degradation in UNESCO World Heritage Sites and/or protected areas, IUCN listed protected areas and habitats for endangered species on the IUCN Red list
- have severe and systematic pollution or waste issues that damage environment and health
- severely and unmitigated mistreat animals, beyond the necessity for the R&D of life-saving drugs

The management of HRForecast confirms:

- that our company's products or manufacturing processes do not contain mercury or mercury compounds
- that our company's products or manufacturing processes do not contain any persistent organic pollutants (POPs)

- that our company does not export or import hazardous waste (including toxic, poisonous, explosive, corrosive, flammable, ecotoxic and infectious waste), household waste or residues from the incineration of household waste
- that our company has not been involved in any environmental lawsuits in the last 5 years
- that our company does not cause harmful soil contamination, water pollution, air pollution, harmful noise emissions or excessive water consumption that:
 - o a) significantly impairs the natural basis for the preservation and production of food,
 - o b) denies a person access to clean drinking water,
 - o c) obstructs or destroys a person's access to sanitary facilities, or
 - o d) harms a person's health
- Its members are responsible for compliance with local environmental laws

2.2 Social and human rights guideline

HRForecast sets clear requirements for its clients and suppliers to respect human rights.

We are aware that human rights violations and social mistreatment happens globally and must be stopped.

We do not support business activities that:

- Involve high-risk industries in countries where human rights are violated in a severe and systematic way without positive proof that human rights are respected
- Involve any kind of child labor
- Violate absolute rights and freedoms, such as freedom from slavery and servitude
- Violate labour rights, such as poor health and safety

- Negatively impact local communities and the rights of specific groups of people.

Equal rights & discrimination. The management of HRForecast confirms:

- Its members are responsible for ensuring equal rights and treatment of all employees, regardless of their ethnic origin, gender, age, handicap, religion, nationality, sexual orientation, social background, or political views
- that our company does not violate the ILO Discrimination (Employment and Occupation) Convention (No. 111)
- that we provide employees an opportunity to give feedback and complaints to management

Forced labor and mistreatment. The management of HRForecast confirms:

- the commitment to ensure a work environment free of physical, sexual, mental, and verbal abuse, threats or other form of mistreatment
- that we have measures in place to prevent any kind of employee mistreatment
- that our company does not hire or use private or public security service which:
 - a) threatens torture or cruel, inhuman or degrading treatment,
 - b) threatens life and limb, or
 - c) violates the freedom of association and the right to organise
- the commitment to reject any kind of forced labor and any kind of slavery
- that our company has measures in place to prevent any kind of forced labor and any kind of slavery
- that our company does not violate the ILO Forced Labour Convention (No. 29) and the ILO Abolition of Forced Labour Convention (No. 105)
- that our company does not violate the International Covenant on Civil and Political Rights

Child labor. The management of HRForecast confirms:

- that our company complies with local legislation on minimum age of employees and the ILO Minimum Age Convention (No.138)
- that the age specified by your employees during the recruitment process is verified, regardless of the hiring channel (recruitment agency, self-hire, etc.)
- that our company does not violate the ILO Worst Forms of Child Labour Convention (No. 182)

Working hours and wages. The management of HRForecast confirms:

- that our company documents the working hours and wages of our employees in order to comply with the local legislation and the standards of the International Labor Organization (ILO)
- that our company pays equal to or above the legally regulated minimum wage. If there is no legally regulated minimum wage, we provide fair remuneration.
- that our company does not violate the ILO Equal Remuneration Convention (No. 100)

Collective Bargaining and Freedom of Association. The management of HRForecast confirms:

- that our company does not violate the ILO Right to Organise and Collective Bargaining Convention (No. 98)
- that our company does not violate the ILO Freedom of Association and Protection of the Right to Organise Convention (No. 87)

Impact on local communities. The management of HRForecast confirms:

- that our company does not unlawfully acquire or develop land, forests, or waters that support a person's livelihood

2.3 Governance & sustainability guideline

HRForecast will not provide business support to entities or projects that severely and systematically damage the environment or violate human rights through poor corporate behaviour, such as bribery, corruption, or money-laundering.

Furthermore, HRForecast will not conduct business with any parties that causes a conflict of interest. For this, every team-member of HRForecast has acknowledged this ESG risk framework and furthermore ensures compliance to avoid any conflict of interests.

The management of HRForecast confirms:

- that our company has a policy implemented to prevent corruption
- that our company has internal controls to identify corruption
- that its members are responsible for preventing and combating corruption and bribery
- that our company have a whistleblower system or process in place
- that all hints received from whistleblowers been reviewed
- that our company have measures in place to protect whistleblowers
- that our company has never been involved in corruption or bribery
- that we assess all our suppliers, prospect and customers that meet defined criteria against our anti-bribery and corruption requirements

Further information can be found in our 'Anti-corruption and bribery policy'.

Sustainability and sustainable management practices are a key value of HRForecast. Therefore, HRForecast commits to ensure sustainability and compliance not just in our own practices, but also among our supply chain.

The management of HRForecast confirms:

- that we have a supplier policy in place that ensures that our supplier base complies with our social, ethical and environmental standards
- that our sourcing decisions influenced by your suppliers' compliance with the following criteria:
 - Environmental protection
 - Social, Human rights and labor requirements
 - Anti-bribery & corruption requirements
- that there is a remediation plan in place in the event of environmental, labor, human rights, health and safety or corruption concerns in our supply base
- that its members are responsible for ensuring sustainability in our supply chain

2.4 Trade compliance & sanctions guideline

HRForecast follows the International Trade Compliance and Sanctions Law and all applicable trade laws and regulations, both domestic and international.

HRForecast will not provide business support to individuals, entities, government, country, territory or projects that:

- Support the development and proliferation of weapons of mass destruction or their delivery systems, or other unauthorized end uses.
- In any way support or justify Russia's (and its allies) aggressions and war crimes against Ukraine and its population
- are subject or target of any comprehensive or economic sanctions adopted, administered or enforced by the European Union, the United Nations Security Council, or any other relevant sanctions authority

unless the business or dealing is permitted by the Sanctions or by licenses from all relevant Sanctions authorities. HRForecast also will not provide goods or services, directly or indirectly, in violation of any applicable trade controls.

3. Assessment of suppliers and customers

We strive to maintain the highest standards of integrity and ethical behavior along our whole value-chain and in all of our business dealings. For this, we have established a strict control system to mitigate the risk that HRForecast or any of its business partners (customers and suppliers) do not violate against the policies and procedures mentioned in this document.

3.1 Supplier assessment

HRForecast assesses all non-commodity suppliers regularly, at least annually. Besides the assessment of information security requirements, all suppliers are assessed for compliance with this ESG risk framework and all its related policies.

Each relevant supplier is categorized as 'compliant' or 'non-compliant' upon completion of the ESG risk assessment. Based on the compliance category, business with this supplier is approved without restrictions, approved with restrictions or forbidden.

For further details on our supplier policy, please reach out to compliance@hrforecast.de

3.2 Customer assessment

HRForecast assesses all customer proposals (sometimes called customer estimates or order forms) for compliance with this ESG risk framework and all its related policies.

Only proposals that pass the ESG risk assessment may be followed up with and eventually result in a business relationship.

4. Reporting

If you are aware of any HRForecast related non-compliance with this framework or you can report it to compliance@hrforecast.de. HRForecast staff should follow our internal whistleblowing policy.

5. Management statement

The HRForecast management hereby validates this policy and all its contents.

Bremen, 19.12.2023



Florian Fleischmann

CEO

Munich, 19.12.2023



Christian Vetter

CEO