

Policy statement of
office people Personalmanagement GmbH
in accordance with the Supply Chain Due Diligence Act (LkSG)

For us at office people Personalmanagement GmbH ("Office People") with its seat at 48143 Münster, Königsstraße 60, compliance with and promotion of human rights as well as compliance with environmental standards are a high priority. We therefore take measures to identify, analyse, prevent, end and minimise human rights-related and environment-related risks and violations of corresponding obligations within our company and in our supply chains.

We hereby issue our policy statement in accordance with Section 6 (2) LkSG.

1. Description of the procedure for fulfilling due diligence obligations

We have developed a risk management system and embedded it in all relevant business processes in order to identify and minimise human rights-related and environment-related risks and to prevent, end or minimise the extent of violations of human rights-related or environment-related obligations.

We carry out risk analyses at our company and with regard to our suppliers – both regularly and on an ad hoc basis. For this purpose, we have defined risk factors, their weighting and other criteria that enable us to identify human rights-related and environment-related risks and respond appropriately. Depending on the results, we may carry out an in-depth risk analysis.

If, during the risk analysis, we identify and prioritise a relevant risk to human rights or the environment at our company or at a supplier, we take preventive measures. In addition to this policy statement, the preventive measures include:

- Training for employees in our own business area and those of suppliers;
- defining and communicating our expectations to our employees and suppliers in our Code of Conduct (<https://www.office-people.de/code-of-conduct>);

- implementing our strategy for human rights and the environment in our business processes, particularly in procurement;
- considering our expectations regarding human rights and the environment when selecting our suppliers;
- requiring our customers to comply with our expectations with regard to our temporary workers (who are provided to the customer), for example concerning occupational health and safety, in our General Terms and Conditions (<https://www.office-people.de/en/terms-and-conditions>).

If we establish that a violation of a human rights-related or environment-related obligation has already occurred or is imminent within our company or at a supplier, we take appropriate remedial action to prevent, end or minimise the extent of such a violation.

In order to discover human rights-related and environment-related risks at an early stage and to be able to offer support and remedy them in good time, we have set up a complaints procedure. This allows anyone to report human rights-related and environment-related violations or risks under the LkSG that have arisen as a result of the economic activities of Office People in its own business area or those of a direct or indirect supplier of Office People. The complaints procedure is linked on our homepage (<https://www.office-people.de/>) at the bottom of the page under the heading "Information" with the keyword "Whistleblower system" and is described in more detail and accessible on a separate website.

Every report received via this complaints tool is processed by our autonomous, independent compliance department. Upon request, the reporting person is granted anonymity.

We review the effectiveness of the above measures and, if necessary, repeat or adjust them.

We continuously document our measures to fulfil our human rights-related and environment-related due diligence obligations. We intend to report publicly on

these measures in the future. The modalities of reporting will depend, among other things, on the development of the legal situation.

2. Priority risks

According to our risk analysis, there is either no risk or only a low risk to the human rights and environmental issues addressed by the LkSG in our own business area. Among the existing low risks, we have prioritised occupational safety, unequal treatment in employment and the withholding of adequate wages.

We have not prioritised any risks at our suppliers. Suppliers only play an indirect role in our business. They only have a supporting function in terms of both goods and services. Our only activity is temporary employment governed by the Act on Temporary Agency Work (AÜG). This means that we operate exclusively as a service provider. We do not use subcontractors for our services. In addition, the country risk for human rights and the environment is low for our suppliers, as their seat is almost exclusively in Germany. In individual cases, we have identified an industry risk for human rights. However, our influence in these areas is limited.

3. Our expectations of employees and suppliers

We expect our employees and suppliers to comply with our Code of Conduct mentioned above. We also expect our suppliers to commit their suppliers to the standards of our Code of Conduct.

Münster, 1 March 2026



Markus Renz
Chief Executive Officer (CEO)



Matthias Seidel
Director Global Compliance (CCO)