# Human Rights Policy

## Scope

Name: SE Tylose GmbH & Co. KG
Address: Kasteler Str. 45, 65203 Wiesbaden, Germany.

We follow and support the principles set out in the Guiding Principles on Human Rights published by the UN Human Rights Council, as well as the fundamental objectives of the International Labour Organisation (ILO) and the Organisation for Economic Co-operation and Development (OECD) to improve working conditions.

This commitment underpins our values for conducting our business in an ethically and legally sound manner and to creating a motivating, supportive and non-discriminatory working environment for our employees[1] and business partners.

It is in line with our business principles and forms the framework for our decisions and actions. Building on this, we maintain an integrated and documented management system in which regulations on quality, safety, environmental protection, occupational health and safety, and energy efficiency are established at all levels of the organisation.

Our philosophy is underlined by the following principles:

1.) We respect the rights of the individual
2.) We do not accept child labour or forced labour
3.) We respect privacy
4.) We continuously review and improve occupational health and safety
5.) We promote a healthy working environment and staff wellbeing
6.) We offer above-average social benefits

[1] To improve the readability of the text, the masculine form is used to refer to people, roles, etc. However, it applies to all genders without exception.

Specifically, the following applies:

1.) We respect the rights of the individual:

Through our values and strict adherence to German fundamental rights (in German *Grundrechte*), we create and maintain a positive working atmosphere in which our employees, business partners, applicants and other contacts treat one another with respect, appreciation and mutual respect, regardless of their differences.

We value diversity and the variety of human characteristics as a source of strength, and we always treat one another with appreciation and mutual respect, regardless of our differences in terms of gender, ethnic origin or race, religion or belief, physical characteristics, health, disability, age or sexual identity. We do not tolerate any form of discrimination or harassment.

We treat one another with dignity and decency and uphold our fellow human beings' right to privacy. We do not tolerate any actions or psychological intimidation intended to offend or belittle others. We encourage open dialogue amongst all staff members.

We are committed to equal opportunities at every stage of the employment relationship: From recruitment, hiring, pay and other social benefits, opportunities for developing knowledge, experience and skills, as well as further training, internal transfers and career progression, right through to the termination of the employment relationship.

We aim to ensure that no one is discriminated against on the grounds of gender, ethnic origin or race, religion or belief, physical appearance, health, disability, age or sexual identity; rather, we are committed to ensuring that only the ability, experience and personal suitability of each individual are decisive factors for employment within our company.

**To date, no confirmed corruption, discrimination or harassment incidents have been identified. We are committed to maintaining this record and aim to uphold this standard of zero incidents from 2026 onward.**

We offer our staff the opportunity to develop continuously, both professionally and personally, through our regular appraisal interviews, subject-specific development programmes, and individual seminars or training courses.

**We have also set ourselves the target of allocating at least €55,000 annually by 2030 for the further education and training of our staff. This will equate to more than €100 per employee.**

We comply with the statutory regulations regarding continued payment of remuneration in the event of illness.

Our employees are free to choose which organisations they represent. We also ensure that the works council can carry out its statutory co-determination duties in a timely manner and to an appropriate extent.

Every employee is free to terminate their employment with us at any time. The company does not restrict any civil liberties (e.g. by withholding identity cards and passports).

**2.)** We do not accept child labour or forced labour

In accordance with strict German law, child labour and forced labour are prohibited in our company. To ensure this, the HR department checks the age of applicants against a valid identity document during every recruitment process. Any form of support for human trafficking is strictly prohibited.

In addition, it is our stated aim to eliminate child labour and forced labour within our supply chains.

**All activities are carried out in strict compliance with the standards prohibiting child labour, forced labour and human trafficking. To date, no such incidents have been identified, and we are committed to continuing to uphold this zero-incident standard from 2026 onwards.**

3.) We respect privacy:

We respect the fundamental right of our employees, business partners, job applicants and other third parties to privacy and self-determination regarding the disclosure and use of personal data. It is very important to us that our employees are protected against the misuse of their personal data, that their personal rights are respected and that employee data is handled in accordance with applicable data protection legislation.

Our Data Protection Officer monitors and advises the company on the applicable regulations governing the collection, processing, use, transfer and storage of personal data. In this context, he ensures – amongst other things through staff training – that our quality standards comply with the provisions of the relevant laws and regulations, in particular the *Betriebsverfassungsgesetz* (BetrVG), the *Bundesdatenschutzgesetz* (BDSG) and the General Data Protection Regulation (GDPR), as amended.

4.) We continuously review and improve health and safety at work:

Health and safety are top priorities for us. True to our motto 'Safety first!', we strive every day to foster a culture of the utmost respect for the protection of human health. We are therefore committed to high safety standards for both our employees and our business partners. Occupational safety regulations are firmly enshrined in our business principles and internal guidelines. Staff in our ESHA (Environmental Safety and Health Affairs) department advise and support all employees to maintain, promote and improve safety and health, thereby ensuring that workplaces are designed to be safe, healthy and people-centred. The results are documented and reviewed regularly.

In addition, we motivate our staff through the reward schemes under our Employee Suggestion System to identify any problems or weaknesses that may arise and to develop proposed solutions, with a view to implementing measures to improve health and safety at work.

We continuously invest in improvements using the latest technology to further enhance the safety of our facilities.

- We regularly inform our employees about health and safety and ensure they receive thorough training in the correct handling of machinery and materials. This applies in particular to new recruits and apprentices.
- Regular training sessions, safety briefings and safety reports across all departments serve to prevent potential hazards and avoid risks.
- We ensure that the prescribed technical safety devices are in working order and that personal protective equipment is available in sufficient quantities, accessible and in a serviceable condition.
- We ensure that employees use the technical safety devices and personal protective equipment in the manner intended.

**By the end of 2026, we aim to reduce the number of accidents resulting in lost time by at least 40% compared with 2025.**

5.) We ensure a healthy working environment and promote staff health:

We are committed to creating and maintaining a healthy working environment for our employees, local residents and business partners, and to preventing injuries and illnesses. We are therefore committed to complying with all legal, technical and scientific requirements to ensure the protection of health. We have implemented a comprehensive occupational health programme designed to facilitate the early detection and prevention of work-related illnesses.

We strive to promote well-being in the workplace in order to foster a positive working atmosphere. The aim of our Occupational Health Management system, established for this purpose, is the holistic maintenance and promotion of the health of all employees through health-promoting structures and processes, health-conscious leadership, the improvement of cooperation and communication at all levels, and the minimisation of risks arising, for example, from demographic trends.

6.) We offer above-average employee benefits

We are a member of the State Employers' Association and encourage active dialogue and constructive engagement with our employees' representatives, whom we treat as equals. These include trade unions, works councils, employee representatives, representatives for people with severe disabilities, and members of the spokespersons' committee.

Employees with particularly complex and high-responsibility roles are remunerated above the maximum pay grade of E13 under the collective agreement (non-collective agreement employees and senior executives). All other employees are covered by the collective agreements for the chemical industry in Germany. Through this adherence to collective agreements and with additional in-house benefits, we ensure a transparent and above-average level of remuneration that enables our employees to maintain a reasonable standard of living even after they have retired from active working life.

**For the year 2026, we have set ourselves the target of maintaining the proportion of employees covered by the collective agreements for the chemical industry.**

Our employees have the opportunity to relax in their free time and during their paid annual leave, and may also take sabbaticals, educational leave, and care and parental leave beyond the statutory minimum.

As part of annual appraisal interviews, we discuss each employee's individual performance in a one-to-one meeting between the employee and their line manager, and record this in writing. We draw up annual training plans in which we set out in detail how we will provide our employees with further training, personal support and development in the coming year.

| Hiroshi Jomori | Dr Diethart Reichel | Katja Noll |
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| Managing Director | Site Manager | Head of Human Resources |

## Responsibility

This policy is reviewed once a year. The Head of Human Resources is responsible for ensuring that this policy remains up to date, is further developed, implemented and communicated. Exceptions to this are points 4 and 5, for which the ESHA management is responsible. The HR management and ESHA management report annually to the Executive Board on their respective areas of responsibility and propose annual targets to the Executive Board for maintaining or improving the human rights situation within the company. Both also identify best practices and tools with which the company can fulfil its obligations in this regard.

If you have any questions, please contact: info@setylose.com.

## Policy Review and Revision History

| Date | Description | Version |
|---|---|---|
| **2020-10-21** | Document created | V01 |
| **2024-04-15** | First revision; existing content supplemented with further details | V02 |
| **2025-03-05** | Second revision, addition of qualitative objectives | V03 |
| **2026-09-** | Third revision, addition of quantitative targets | V04 |