

## Social Charter

Schneider stands for quality and sustainable, environmentally conscious thinking and action: We are not only one of the leading European manufacturers of writing instruments, but in addition, almost all of our writing instruments are also one hundred percent “Made in Germany.” We have been actively protecting the environment for many decades. Since 1998, we have been the first company in the writing instruments industry to be certified according to the world's most demanding environmental management system, the EU Eco Management and Audit Scheme (EMAS). Our products are always created with the environment in mind. In selecting manufacturing materials and machinery, we focus on the most environmentally friendly options and promote resource-saving technologies.

We are consciously aware of our social and ethical responsibility. Therefore, we commit ourselves to ensuring employment and working conditions in our production and distribution companies that at least comply with the conventions and recommendations as set out in the Universal Declaration of Human Rights of the United Nations (UN), the United Nations Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, the ILO Core Labour Standards (International Labour Organisation), as well as national laws and regulations. Existing stricter internal regulations always take precedence. In this way, we create a work environment characterized by respectful interaction and mutual appreciation.

Out of conviction, we also want to ensure this philosophy in our supply chain and, in this context, demand compliance with the principles from our suppliers by signing a corresponding code of conduct. We cover our needs with a share of 94% of the total purchasing volume almost exclusively through European supplier partners.

### 1. No Forced Labour

We tolerate no forced labour, slave labour, or comparable work. All work must be voluntary, and employees must be able to terminate their work or employment relationship at any time. In addition, there must be no unacceptable treatment of workers, such as psychological and physical hardship, personal harassment, inhumane or degrading treatment.

### 2. No Child Labour

We ensure that the ILO core labour standards regarding the minimum age for the employment of children and the protection of young workers are complied with. No children under the age of 15 are employed. Employees under the age of 18 only perform work in accordance with legal requirements (e.g., regarding working hours and conditions).

### 3. Fair Remuneration

All employees receive fair wages in accordance with relevant laws and regulations, as well as all legally required social benefits. Wages are paid on time, regularly in a legal tender. The amount of wages must reflect the qualifications and educational level of the workers and refers to the regular working hours. Wage deductions without the express permission of the concerned employees are not permitted, except when justified by national laws. Under no circumstances are wage deductions allowed as a disciplinary measure. All information regarding remuneration is provided to the employees transparently and understandably, in writing in the local language before starting work or with each payout.

### 4. Fair Working Hours

Working hours comply with applicable laws and industry standards. Overtime is only permissible if it is voluntary and does not exceed 12 hours per week. Furthermore, employees must be granted at least one day off after six consecutive working days. The weekly working hours must not regularly exceed 48 hours.

### 5. Freedom of Association

We respect the right of employees to form and join organisations of their choice and to conduct collective bargaining. In cases where the freedom of association and the right to collective bargaining are legally restricted, alternative means of an independent and free association of employees for the purpose of collective bargaining must be provided. Employee representatives must be protected from discrimination. They must be granted free access to their colleagues' workplaces to ensure they can exercise their rights in a lawful manner. Moreover, we promote open communication between management and staff through an internal grievance management system.

### 6. Non-Discrimination

We ensure equal treatment of all employees and tolerate no form of discrimination. This applies, for example, to discrimination based on gender, race, caste, skin colour, disability, political belief, origin, religion, age, pregnancy, and sexual orientation. The personal dignity, privacy, and personal rights of each individual are fully respected.

### 7. Occupational / Health Safety

We take appropriate measures to create a safe and healthy working environment. The respective occupational safety regulations are complied with, or, if national legal provisions are inadequate or poorly

implemented, international standards are adhered to. By establishing and applying appropriate occupational safety systems, we take necessary precautions against accidents and health damage that could arise in connection with the activity. In addition, employees are regularly informed and trained about applicable health protection and safety standards and the associated measures. Hazardous work and activities involving hazardous substances may only be carried out after legally prescribed inspection measures, risk assessments, and instruction measures.

## 8. Communication

The Schneider Social Charter is made accessible to all employees in their respective languages.

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