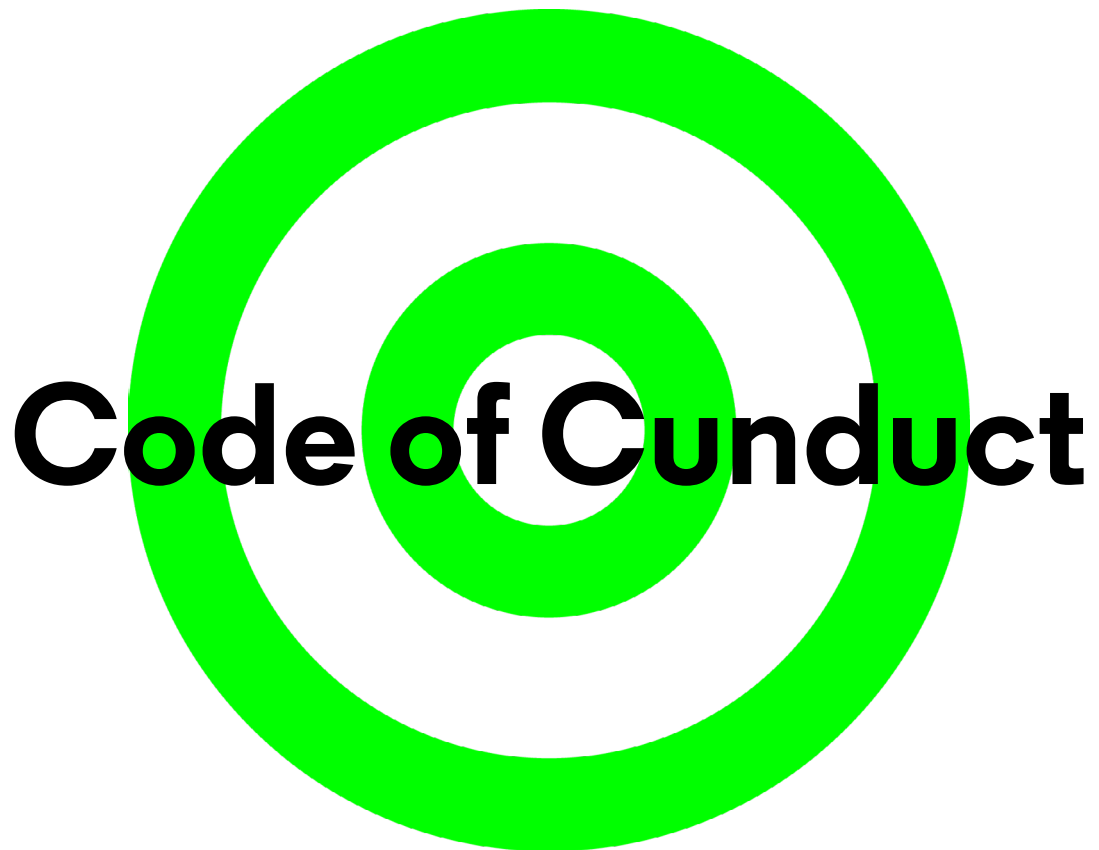


Linehub



Version 1.1

This document represents the cornerstone of our commitment to ethical business practices, integrity, and responsible corporate citizenship. It embodies the values that guide us in our daily operations and interactions, both within our organization and with our partners, customers, and the communities we serve.

At Linehub, we recognize that our success goes hand-in-hand with our adherence to strong ethical principles. Our code of conduct serves as a comprehensive guide to the standards of behavior and conduct we expect from every member of our organization, regardless of position or role.

This code outlines our core principles, including honesty, fairness, respect, and accountability. It provides clear guidelines for ethical decision-making and responsible business practices. By embracing the principles outlined in this code, we collectively contribute to a culture of trust, transparency, and ethical excellence.

As you read through this code of conduct, we encourage you to reflect on how these principles align with our shared mission and values. Whether you are a long-standing member of our team or a newcomer to our organization, these standards apply to all and are integral to our identity as a responsible and ethical company.

Please remember that our code of conduct is not merely a document to be read and filed away; it is a living commitment that should inform our actions and decisions every day. We are all responsible for upholding these principles and for fostering a workplace that reflects the highest ethical standards.

# 1. LABOUR STANDARDS AND SOCIAL RESPONSIBILITIES

At Linehub, we recognize that our people are our greatest asset, and we are committed to fostering a workplace that upholds the highest labour standards and social responsibilities. We believe that by treating our employees with respect, promoting fair and inclusive practices, and contributing positively to our communities, we not only enhance the well-being of our workforce but also strengthen our company's reputation and impact.

Linehub mandates that its suppliers demonstrate exemplary social responsibility in their behavior.

**Child Labor Prohibition:** The employment of children under the age of 16 is strictly forbidden. In regions where local regulations establish a higher age limit for child labor or require individuals to complete compulsory education beyond the age of 16, the highest age requirement applies. Any occupation that may endanger the physical, mental, or moral well-being, safety, or ethics of children should not be undertaken by individuals under the age of 18.

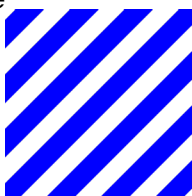
**Prevention of Forced Labor:** Our suppliers are strictly prohibited from engaging in any form of forced labor, slavery, servitude, or human trafficking. This includes actions such as withholding identity documents or work permits, demanding workers to pay a bond, or imposing any other form of coercion. All workers have the right to freely choose their employment and are not subject to any form of involuntary labor. Suppliers are not allowed to compel workers to work in order to repay debts owed either to them or to third parties

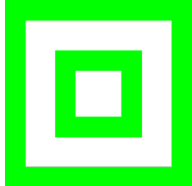
**Prohibition of Illegal, Clandestine, and Undeclared Employment:** Our suppliers must adhere to all relevant regulations to prevent illegal, hidden, or unreported employment.

**Prohibition of Harassment and Abuse:** We expect our suppliers to treat their workers with dignity and respect. Our suppliers must not condone or engage in any form of physical, sexual, verbal, psychological harassment, or any other type of abuse.

**Prohibition of Discrimination:** We require our suppliers to treat all workers fairly and equally. Our suppliers are not permitted to engage in any form of discrimination, particularly concerning wages, recruitment, access to training, promotions, maternity protection, or termination, based on gender, race, ethnicity, religion, age, disability, sexual orientation, political affiliation, union membership, nationality, gender identity, or social background.

**Wages and Compensation:** Our suppliers must ensure that workers are paid wages regularly, at least on a monthly basis, and that they are compensated for overtime hours at the legally mandated rate. Additionally, our suppliers must comply with all legal requirements concerning worker benefits. In cases where there is no specific legal minimum wage or overtime rate in the relevant country, the supplier must guarantee that wages are at least equal to the industry's average minimum and that overtime pay matches the customary hourly compensation. It is prohibited to use wage deductions as a disciplinary measure. We insist that our suppliers ensure that all workers receive the benefits outlined in any applicable collective





bargaining agreements, company agreements, and other relevant negotiated individual or collective agreements.

**Freedom of Association:** We demand that our suppliers respect and acknowledge the workers' right to engage in collective bargaining and to establish or join labor organizations of their choice, free from any form of punishment, discrimination, or harassment.

**Ensuring Health and Safety:** Our suppliers are required to ensure a safe and healthy workplace for their employees to prevent accidents or injuries that may arise from their work, including equipment operation and work-related travel. Suppliers must establish procedures and provide training to identify, prevent, and minimize potential hazards that pose risks to the health, hygiene, and safety of their staff. They must also adhere to all relevant local and international regulations and laws pertaining to health and safety. These principles also apply to any housing provided by the suppliers.

## 2. ENVIRONMENTAL REGULATIONS AND PROTECTION

### A Commitment to Sustainability

In today's rapidly changing world, businesses are not only accountable for their financial performance but also for their impact on the environment. As a responsible and ethical organization, we recognize the vital importance of environmental sustainability. We believe that protecting the environment is not only a legal obligation but also a moral responsibility.

### Compliance with Environmental Regulations

To align with our commitment to sustainability, we require our company and its suppliers to comply with all applicable environmental laws, regulations, and standards. This includes but is not limited to:

- 01 Waste Management:** Properly handle, dispose of, and, when possible, recycle waste materials to minimize environmental impact.
- 02 Air Quality:** Maintain emissions within legal limits and seek ways to reduce carbon footprint and air pollution.
- 03 Water Management:** Conserve water resources, responsibly manage wastewater, and comply with regulations related to water quality and usage.
- 04 Hazardous Materials:** Safely handle and store hazardous materials, and report any spills or releases promptly as required by law.
- 05 Protected Species and Habitats:** Avoid harming protected species and their habitats, adhering to regulations for wildlife and ecosystem protection.
- 06 Energy Efficiency:** Strive to reduce energy consumption and explore sustainable energy sources wherever feasible.

### Protection of Natural Resources

We firmly believe in responsible resource management. Linehub and its suppliers are expected to minimize the negative impact on natural resources through the following measures:

- 01 Sustainable Sourcing:** Promote the use of sustainably sourced materials and consider their lifecycle impacts.
- 02 Resource Conservation:** Implement strategies to reduce resource consumption and minimize waste generation.
- 03 Eco-Friendly Products:** Encourage the development and promotion of environmentally friendly products and technologies.

## Environmental Impact Assessment

Linehub and suppliers should conduct environmental impact assessments as part of new projects, expansions, or major operational changes. These assessments aim to identify and mitigate potential environmental risks and impacts. It is crucial to involve relevant stakeholders and authorities during this process.

## Transparency and Reporting

We value transparency in environmental matters. Our company and suppliers will be required to accurately report their environmental performance, including emissions, resource consumption, and any environmental incidents in the near future. Such reporting is not only a legal obligation but also an essential step toward continuous improvement and accountability.

## Commitment to Continuous Improvement

### *Planting Trees for a Greener Future*

At Linehub, we firmly believe in the power of sustainability and our ability to make a positive impact on the environment. In addition to adhering to strict environmental regulations and standards, we recognize that active participation in the restoration and preservation of our natural surroundings is crucial. One way we accomplish this is through tree planting.

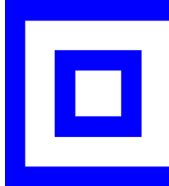
As part of our corporate policy for environmental conservation and sustainability, we are actively involved in tree planting initiatives. We understand that planting trees is a tangible way to give back to the communities in which we operate and contribute to global efforts for environmental protection.

## Affilprint's Partnership with Eden Reforestation Projects

Insert marketing company Affilprint has a partnership with Eden Reforestation Projects, a non-profit organization working in developing countries to rebuild nature. For every thousand inserts produced by Affilprint in collaboration with its partners, the company plants a tree in Madagascar. This initiative is a significant contribution to global reforestation efforts and underscores our commitment to environmental sustainability.

The planting of trees is an integral part of our dedication to sustainability and environmental protection. It aligns with our broader pursuit of responsible business practices and the promotion of positive change in the world.

Environmental protection is an ongoing journey. We encourage our company and suppliers to continually seek opportunities to reduce their environmental footprint, embrace innovative technologies, and promote sustainability within their operations and supply chains.



## Reducing our environmental footprint

At Linehub, we are committed to sustainability and reducing our environmental footprint. One way we contribute to this goal is by actively promoting the use of public transport among our employees and stakeholders. We believe that public transportation is not only an environmentally responsible choice but also an efficient and cost-effective mode of travel. By encouraging the use of public transport, we reduce traffic congestion, lower emissions, and support our local communities' infrastructure.

We are committed to promoting sustainable and healthy commuting options for our employees. As part of this commitment, we are proud to offer the Lease A Bike program. This initiative enables our team members to lease bicycles at favorable terms, encouraging eco-friendly transportation alternatives and supporting physical well-being. By choosing to participate in Lease A Bike, our employees not only reduce their carbon footprint but also contribute to a healthier lifestyle. We encourage all eligible employees to explore this program and make use of this opportunity to embrace a more sustainable and active way of commuting.

We embrace a hybrid working model that combines in-office and remote work options. We believe that this approach enhances both employee flexibility and environmental sustainability. By reducing the need for daily commutes to the office, we contribute to lower carbon emissions and less congestion, aligning with our commitment to responsible corporate citizenship. We encourage employees to take advantage of this flexibility to strike a balance between in-person collaboration and remote work. As part of our commitment to hybrid working, we trust our team members to manage their work effectively, promote a culture of accountability, and contribute to a healthier work-life balance.



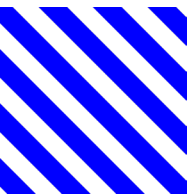
### 3. BUSINESS INTEGRITY REQUIREMENTS

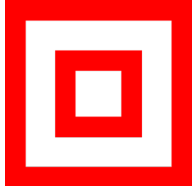
At Linehub, we hold ourselves to the highest standards of ethical conduct and integrity. We believe that maintaining trust and confidence in our business practices is fundamental to our success and reputation. As part of our commitment to ethical excellence, we have established a set of Business Integrity Requirements that guide our actions and decisions.

- 01** Anti-Bribery and Corruption: Commit to zero tolerance for bribery, corruption, and any form of unethical payments or gifts to government officials, business partners, or any third parties.
- 02** Conflict of Interest: Clearly define what constitutes a conflict of interest and require employees to disclose any potential conflicts and take appropriate actions to mitigate them.
- 03** Fair Competition: Emphasize fair and ethical competition in the marketplace, and prohibit practices such as price-fixing, collusion, and anti-competitive behavior.
- 04** Data Privacy and Security: Ensure compliance with data protection laws and require the responsible handling of sensitive customer and employee data.
- 05** Intellectual Property Protection: Protect intellectual property rights, including patents, trademarks, copyrights, and trade secrets, and prohibit unauthorized use or disclosure.
- 06** Financial Transparency: Maintain accurate financial records, prevent financial fraud, and ensure transparency in financial reporting.
- 07** Gifts and Entertainment: Set clear guidelines for giving and receiving gifts, hospitality, and entertainment to prevent conflicts of interest and maintain transparency.
- 08** Whistleblower Protection: Establish a confidential and secure channel for employees and stakeholders to report unethical behavior, and ensure protection against retaliation.
- 09** Supply Chain Integrity: Extend ethical standards to suppliers and business partners, requiring them to adhere to the same level of integrity.
- 10** Environmental Responsibility: Incorporate environmentally responsible practices in all business activities, including waste reduction, resource conservation, and compliance with environmental regulations.
- 11** Human Rights and Labor Standards: Commit to respecting human rights, promoting fair labor practices, and ensuring a safe and inclusive workplace.
- 12** Transparency and Accountability: Hold employees and leadership accountable for their actions and decisions, promoting a culture of transparency and ethical behavior.



- 13** Compliance with Laws and Regulations: Emphasize the importance of compliance with all applicable laws and regulations in all jurisdictions where the company operates.
- 14** Ethical Decision-Making: Encourage ethical decision-making at all levels of the organization and provide guidance on ethical dilemmas.
- 15** Continuous Training and Education: Promote ongoing training and education on business integrity requirements to ensure employees are well-informed.





## 4. INSPECTION AND AUDIT

At Linehub we are committed to maintaining the highest standards of ethics, transparency, and accountability in all our business activities. To ensure compliance with our code of conduct and related policies, we conduct regular inspections and audits of our operations. These processes are designed to:

- 01** Ensure Compliance: We conduct inspections and audits to verify that all employees and stakeholders are adhering to our code of conduct, policies, and applicable laws and regulations.
- 02** Identify Risks: By systematically reviewing our operations, we aim to identify any potential risks or areas where our ethical standards may be compromised.
- 03** Promote Accountability: Inspection and audit processes help foster a culture of accountability, where individuals and teams take responsibility for their actions and decisions.
- 04** Continuous Improvement: We view inspections and audits as opportunities for continuous improvement. Through these processes, we can identify areas for enhancement and make necessary adjustments to our policies and practices. Inspections and audits are critical tools in our commitment to ethical business practices.

## CONCLUSION

At Linehub, our commitment to ethical conduct, integrity, and responsible business practices is unwavering. This code of conduct serves as a compass, guiding us through the complex landscape of modern business. It outlines the principles and values that underpin our actions and decisions, and it reflects our dedication to doing what is right, not just what is expedient.

As employees, partners, and stakeholders of Linehub, we share a collective responsibility to uphold the standards outlined in this code of conduct. By doing so, we not only protect the reputation and sustainability of our organization but also contribute to a better world for ourselves, our communities, and future generations.

Thank you for your dedication to upholding this code of conduct and for being a part of our mission to build a responsible, sustainable, and ethical organization.

