

# Corporate Social Responsibility



## Document purpose and scope

This document defines the Corporate Social Responsibility (CSR) guidelines of Konferenztraum GmbH and applies to all activities carried out in our offices and as part of our business activities.

This document is regularly reviewed for its appropriateness, communicated within the organisation and, where relevant, made available to interested parties.

This document is reviewed annually.

## Aim

We recognise the social and environmental impact of our business operations and strive to be a responsible business that positively impacts the local and global communities and environment in which we operate.

As a financially sound company that prioritises safety and innovation, we are committed to providing attractive and long-term career opportunities for our employees, delivering high quality services to our customers and maintaining profitable partnerships with our suppliers.

# Policy statement

Konferenztraum is committed to the ten principles of the UN Global Compact and acts in accordance with the provisions on human rights, labour standards, environmental protection and anti-corruption. We strive to reconcile financial stability with our social responsibility by taking all necessary measures to minimise the environmental impact of our business activities and ensure the sustainable use of natural resources.

In light of the climate and environmental emergency, we recognise the urgency of taking significant steps to reduce our climate impact. We ensure a safe and positive working environment for all our employees and are firmly committed to protecting human rights.

We are committed to equal opportunities, actively promote diversity and inclusion and look after the health and wellbeing of our workforce. Our employees benefit from continuous support and extensive training and development opportunities throughout their career with us.

# Policy

We value the significant contribution that our suppliers and partners make to the success of Konferenztraum GmbH. When working together, we strive to build positive and long-term relationships and provide support to ensure the highest legal, ethical and environmental standards. We are particularly committed to micro-enterprises and small and medium-sized local suppliers, as we recognise the positive impact these collaborations have on local communities.

We strictly adhere to all relevant laws, standards and best practices that apply to our activities and the jurisdictions in which we operate. We also endeavour to comply with our customers' policies where this is feasible without conflicting with our own policies or obligations.

# Responsibilities

Oliver Klos, Managing Director of Konferenztraum GmbH, is responsible for reviewing and approving the content and implementation of this policy. He will also support all employees in the application of this policy through appropriate procedures, guidelines and monitoring measures.

Managers are required to take initiatives to promote this policy and support their teams in complying with its requirements. All employees must fulfil the requirements of this policy and share responsibility for its successful implementation in our company.