HOFMANN WIZARD S.R.O.

Code of Conduct for suppliers, business partners and employees

Our Code of Conduct
Orientation for everyone involved

CODE OF CONDUCT
13.2.2025

Personal HOFMANN®

HOFMANN WIZARD s.r.o. Code of Conduct for Suppliers, Business Partners and Employees

1. Introduction

HOFMANN WIZARD s.r.o. is an independent and responsible family business. HOFMANN WIZARD s.r.o. and its employees are committed to the principles set out in this Code of Conduct. At the same time, HOFMANN WIZARD s.r.o. requires its suppliers and service providers to comply with the principles set out in this Code of Conduct and to demand the same from their direct suppliers and service providers.
In accordance with the United Nations Guiding Principles on Business and Human Rights, HOFMANN WIZARD s.r.o. is committed to the principles of the following internationally recognized human rights frameworks and standards:

- The Universal Declaration of Human Rights
- The United International Covenant on Political and Civil Rights
- The conventions and recommendations of the International Labor Organization (ILO) on labor and standards
- The ILO Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration)
- The Organization for Economic Cooperation and Development (OECD) Guidelines for Multinational
- The principles of the United Nations Global Compact (UNGC)
- Charter of Fundamental Rights of the European Union
- UN Sustainable Development

2. Scope of application

This Code of Conduct applies in its currently valid version to all employees, suppliers and service providers of HOFMANN WIZARD s.r.o. with whom a direct business relationship exists (hereinafter referred to as "business partners"). The currently valid version of the document can be found on our company website at www.hofmann-personal.cz.

2.1 Compliance with laws

All applicable laws and regulations, both national and worldwide, as well as minimum industrial standards, conventions of the International Labor Organization (ILO) and the UN and all other relevant legal provisions must be complied with, whereby those regulations that impose the strictest requirements must be applied.
Compliance with this Code of Conduct and the above standards may not be circumvented by ancillary agreements, such as contractual agreements or comparable measures.

2.2 Bribery and corruption

HOFMANN WIZARD s.r.o. declares itself against corruption and bribery and requires its business partners to comply with the statutory provisions to combat corruption. Business partners shall ensure that they do not offer, promise or grant any undue advantages to employees of HOFMANN WIZARD s.r.o. or persons close to them. The same applies to all those who act on the instructions of the business partners.

Indications of corrupt behavior must be made known via the reporting website on our homepage.

2.3 Antitrust and Competition Law

HOFMANN WIZARD s.r.o. complies with all applicable domestic, EU and applicable foreign antitrust laws as well as the laws against unfair competition and expects the same from its business partners. Price or condition agreements with competitors must therefore be avoided, as well as any other anti-competitive agreements, including in particular agreements with competitors aimed at market or customer allocation.
Information on anti-competitive behavior must be made known via the reporting website on our homepage.

2.4 Occupational and health safety
HOFMANN WIZARD s.r.o. believes that a safe and healthy working environment makes a decisive contribution to the success of a company. Business partners are required to ensure a safe, healthy and hygienic working environment and to take the necessary measures and (management) systems to prevent accidents, damage to health and unsafe situations that may arise in connection with the work. It must be ensured that occupational safety standards are complied with. The business partners will take suitable and verifiable measures and operate systems to identify and avoid potential risks to the health and safety of their employees. In addition, wherever relevant, supplementary regulations of the companies and locations, for example on occupational health and safety and hygiene, as well as other relevant regulations, must be complied with.

2.5 Together against sexism
Sexism can occur in many different forms and often insidiously establishes itself in systems. This usually leads to structures in which there is a fluid transition from sexism to sexual harassment and perhaps also the use of violence. HOFMANN WIZARD s.r.o. is committed to the fight against sexism. All employees are entitled to a safe workplace and protection against sexism in any form. We see the fight against sexual violence as a management task. This also includes the constant promotion of women in all positions and management tasks, raising awareness of the issue of sexual violence and firmly installed guidelines in the company that are suitable for recognizing and eliminating sexism so that all employees can participate equally in the success of the company.

2.6 Working hours
Working hours must comply with applicable national law, industry standards or the relevant ILO conventions.

2.7 Remuneration
The business partners of HOFMANN WIZARD s.r.o. guarantee that the wages paid to employees correspond at least to the statutory minimum wage or the minimum wage prescribed in the industrial sector, whichever is higher. The applicable minimum wage laws are complied with. Illegal and unjustified wage deductions, in particular those in the form of direct or indirect disciplinary measures, are prohibited. Wages must be paid in a manner that is practical for the employee. Employees must be informed regularly and in detail about the composition of their remuneration in a comprehensible form.

2.8 Freedom of organization and association
HOFMANN WIZARD s.r.o. respects the rights of all employees and workers to form and join trade unions and to bargain collectively and protects them from harm. HOFMANN WIZARD s.r.o. also demands this from its business partners. In the event that national standards restrict the right of association and the right to collective bargaining, the free and independent association of employees for the purpose of conducting negotiations must at least be enabled and permitted as an alternative.

2.9 Work by children and young people
Any exploitation of children and young people is not tolerated by HOFMANN WIZARD s.r.o.. Child labor as defined by ILO and United Nations conventions and national regulations is prohibited. The age limit for permitted employment is not compulsory school age and in no case under 15 years of age, unless local laws allow a lower limit. Young people must not be exposed to dangerous, unsafe or unhealthy situations.

2.10 Forced labor
HOFMANN WIZARD s.r.o. is against all forms of forced labor. In accordance with the conventions of the ILO, all forms of forced and compulsory labor as well as involuntary prison labor that violates human rights are prohibited. Business partners shall only employ staff if they have voluntarily made themselves available for employment.

2.11 Disciplinary measures

HOFMANN WIZARD s.r.o. is committed to ensuring that all employees are treated with dignity and respect. Consequences for violations, fines, other penalties or disciplinary measures may only be imposed in accordance with applicable national and international standards and internationally recognized human rights. Business partners shall ensure that no employee is subjected to verbal, psychological, physical, sexual and/or physical violence, coercion or harassment.

2.12 Discrimination

HOFMANN WIZARD s.r.o. and its business partners commit to refrain from any form of discrimination in recruitment and employment. In particular, any differentiation, exclusion or preferential treatment that is based on:

- ethnic, national and social origin,
- race,
- skin color,
- gender,
- age,
- nationality,
- religious belief
- political opinion,
- membership in an employee organization,
- physical or mental disability,
- sexual orientation or other personal characteristics.

2.13 Environmental protection

HOFMANN WIZARD s.r.o. designs its processes in an environmentally conscious manner and undertakes to comply with applicable laws and minimum regulations on climate and environmental protection. HOFMANN WIZARD s.r.o. expects its business partners to comply with legal requirements and to operate in an environmentally conscious manner, i.e:

- to use resources (energy, water, raw materials, auxiliary, and operating materials) efficiently,
- to use environmentally friendly materials wherever possible,
- to prevent, reduce, or recycle emissions and waste, and to design logistics processes in an environmentally friendly manner.

2.14 Confidentiality and data protection

HOFMANN WIZARD s.r.o. expects its business partners to handle all business data confidentially. Confidential information such as personal data of employees, customers and/or business partners of HOFMANN WIZARD s.r.o. and/or about business information may not be passed on or used for other purposes outside the direct cooperation with HOFMANN WIZARD s.r.o..

3. Implementation

The business partner undertakes to comply with the aforementioned principles. Compliance with the aforementioned environmental and social standards must be verifiably documented. HOFMANN WIZARD s.r.o. recommends using a suitable system (definition and documentation of responsibilities, procedures, objectives and measures) to enable continuous improvement. HOFMANN WIZARD s.r.o. expects its business partners to impose these minimum standards on their direct suppliers and service providers and to monitor compliance.

4. Information and communication

The business partner is required to make the regulations in this Code of Conduct accessible to all employees. It is also possible to communicate a corresponding set of rules of its own to its employees and suppliers, provided that this set of rules contains all the minimum standards of the HOFMANN WIZARD s.r.o. Code of Conduct for Suppliers and Business Partners and demands compliance from suppliers to at least the same extent. This Code of Conduct can be viewed at any time on the Internet at www.hofmann-personal.cz and printed out from there.

5. Verification of compliance
The business partner agrees that HOFMANN WIZARD s.r.o. itself or an independent third party commissioned by HOFMANN WIZARD s.r.o. may verify compliance with the aforementioned requirements after reasonable prior notice. The results of the review will be made available to the business partner under review.

6. Complaints procedure
Complaints or reports of violations of this Code of Conduct may be submitted HOFMANN WIZARD s.r.o. at any time via the reporting website on our homepage. At the request of the reporting party, the report will be treated confidentially with regard to their identity. The complaints procedure may not be used to deliberately provide false information.

7. Consequences of violations and remedial measures
If violations of this Code of Conduct are identified, the business partner is obliged to inform HOFMANN WIZARD s.r.o. immediately in writing and to initiate appropriate remedial measures. HOFMANN WIZARD s.r.o. shall allow sufficient time for the implementation of the remedial measures. In the event of breaches, HOFMANN WIZARD s.r.o. reserves the right to terminate the respective contract for good cause without notice, depending on the severity of the breach and the individual case. If a business partner with whom relations were broken off in the past due to non-compliance with this Code of Conduct later proves that he is now in a position to fully comply with the requirements, there is nothing to prevent the resumption of business relations.

8. Reporting
The inspections if any, their results and any corrective measures are evaluated annually by the management.

For reasons of readability, the masculine form has been chosen in the text. Of course, the information is intended for all genders (m/f/d)