

# Code of Conduct





# Introduction

allmannwappner is an internationally operating office based in Munich and Berlin, Germany. We have more than 30 years of experience in designing buildings and spaces of vastly different scales and functions.

Our work is multi-faceted and has received numerous awards and accolades. Each of our projects enters a contextual dialogue with its spatial conditions. In the process of creation, we assume positions based on both aesthetic sensibility and rational, precise structures, and that test design conventions. With specialists from all relevant disciplines, we ensure the success of excellent architecture at every stage of its creation, to develop a distinctive solution within the agreed project framework with the best of all good possibilities. Many more are involved in its genesis: planning partners, clients, institutions, and users. Openness and mutual appreciation characterize our cooperation.

Our core principles are quality, integrity, openness, ethical behavior, and responsibility. Our goal is to take a leading role in advancing the development of a sustainable society.

allmannwappner is a participant in the United Nations Global Compact Initiative and supports the Ten Principles of the UN Global Compact in the areas of human rights, labor standards, environmental protection, and anti-corruption as well as the Sustainable Development Goals (SDGs). By supporting the UN Global Compact, we display that we assume sustainable and social responsibility in our actions as a company.

As a team we created and developed this Code of Conduct, which determines our position and outlines the ways, in which we take responsibility for our actions. In our roles as allmannwappner employees we reflect our core principles and values based on our own directives, policies, and our commitment to the Principles of the UN Global Compact. Each employee is responsible to make itself familiar with the Code of Conduct and other legislative documents, which are relevant to their professional activities.







# 1. Social responsibility

Architecture is a mirror of our society. It reflects our social, political, and cultural values and ideas. Our architecture is as diverse as the places it inhabits and establishes a dialogue with the people who witness and use it. We are passionate about working as a team with our project partners and clients. Thanks to our open communication culture and our integrative approach, the contributions of everyone involved receive the regard.

During any work process allmannwappner commits to European proclaimed human and labor rights. Embracing the human rights principles, we promote fair and justice treatment of individuals and ensure fair employment practices.

To inform our employees appropriately about the company's values, its structure, and workflows everyone without exception takes part in onboarding meetings. It helps to get acquainted with the main organizational topics and company's everyday life. Keeping everyone informed concerning the current state of office affairs and innovations is possible through regular team meetings, which can be held both online and in person. Employees can also use our Intranet, where all current information is stored in written form and can be viewed at any time.

Each of us takes responsibility for themselves and their colleagues in their role or function. Together as a company, we take social responsibility.



## 1.1. Professional integrity

allmannwappner realizes the importance of maintaining a high level of professionalism in interactions with clients, colleagues, employees. We strictly comply with legal regulations and in-house directives in all our business contacts. We ensure that our interactions are appreciative, honest, and respectful. We are open-minded, curious, and unbiased.

Each of us should act as a reliable partner, solution- and result-oriented, internally, and externally. We are supposed to uphold the highest professional standards in architectural practice, take joint responsibility for the results of our work and proactively support the collaboration between teams and all participants.

## 1.2. Human and labor rights

allmannwappner observes, supports, and respects nationally, European, and internationally proclaimed human and labor rights. Our company opposes child and forced labor and all types of present-day slavery. There is zero tolerance for any discrimination.

We recognize and respect freedom of association. Employees may privately participate in legitimate political activities without any reference to employer. allmannwappner does not support any political parties.



## 1.3. Working conditions

Our company strives to create a working environment that brings well-being and joy. It promotes social coexistence and supports the work-life balance of our employees and contributes to a sustainable, healthy lifestyle. We are convinced that a healthy working environment supports the success of allmannwappner.

We are committed to fair employment practices and equal employment opportunities, ensuring professional and personal education and development for the benefit of both the individual and the company. To keep in safe on working place our employees we regularly organize training courses and workshops concerning the safety rules and requirements. allmannwappner does its best to protect the employees' health and safety and to avoid risks and anything that might be detrimental to the well-being of all those who are involved in our projects.

## 1.4. Equal opportunity and equal treatment

allmannwappner is an international office, which does not tolerate any kind of discrimination. It is a place of employment for women and men, people of different ethnic and culture backgrounds, different ages, sexual orientation, and professions, where all have the same opportunities for development. Our variety and diversity are an invaluable resource of the company.







## 2. Ethical business conduct

Conducting business ethically, with integrity and transparency, is important for preserving and protecting our principles. We actively oppose any form of corruption and strive for competition on equal terms and conditions, without unfair advantages or disadvantages. We follow the relevant laws, regulations, and policies that govern labor relations in a particular place.

### 2.1. Fair competition

We support fair and open competition in all spheres of activities. Our policy is to comply with all applicable antitrust, competition and fair-trade laws and regulations of each region, where allmannwappner conducts business. We accomplish the laws and regulations, which are generated to prohibit agreements or practices, that fix prices, divide markets, limit activities, or otherwise impede or destroy fair competition in markets.

## 2.2. Corruption policy

allmannwappner prohibits corrupt practices in any form, including bribery, fraud, kickbacks, and other unlawful payments in connection with our services, if the purpose or intent is to gain a business advantage.

All individuals, who represent allmannwappner, are required to comply with anti-corruption legislation and are expected to recognize bribery or fraud signs to report them to relevant manager as appropriate.

## 2.3. Gift policy

A gift or favor should not be accepted or given, if it might create a sense of obligation, compromise your professional judgment, or create the appearance of doing so. In deciding whether a gift is appropriate, every member of staff should observe and follow applicable laws and regulations, as well as internal rules and policies with respect to giving and receiving gifts, entertainment, and other benefits.



## 2.4. Money laundering

allmannwappner endorses efforts to combat money laundering and stands behind the UN Global Compact Initiatives aimed at tackling it. Our commitment involves strict adherence to legal regulations. We neither participate in nor endorse any activities related to money laundering transactions.

To prevent any involvement in money laundering, it is crucial for us to remain vigilant. We establish business connections exclusively with reputable partners, verifying the identity of both partners and clients before entering into any business agreements with them.

## 2.5. Conflict of interest

We all have to avoid conflicts of interest and to draw a line between business and privacy. Each of us is expected to avoid the situations, in which personal interest could influence business processes.

In case of a conflict arising, an employee should discuss all the details with the management or appropriately responsible person to disclose any existing conflict.

## 2.6. Whistleblower system

In accordance with legal requirements, we developed and implemented an internal whistleblower system. This mechanism is established by our company to encourage employees to report any wrongdoing, unethical behavior, or illegal activities within the company and for their protection. This system provides a confidential and protected channel for reporting, often shielding whistleblowers from retaliation and facilitating the investigation of reported concerns.

We appreciate open and honest communication. It is an exclusive method for us as a group to enhance behavior. Through our onboarding meetings and Intranet each employee can get familiar with the process of submitting important information anonymously.





## 3. Environmental responsibility

In alignment with the UN Global Compact, environmental responsibility involves us to adopt sustainable practices and continuously improve our environmental performance. Following the local, European and international standards as well as the Sustainable Development Goals such as water protection, energy reserving, recycling materials, reduction of CO<sub>2</sub> emissions we commit to eco-friendly activities, resources efficiency, and initiatives that address climate change and other environmental challenges.

We see it in our responsibility to convey to our partners, clients or any other third party the necessity to operate in an environmentally responsible manner.

### 3.1. Environmental protection and sustainability

We acknowledge the significance of preserving the environment and fostering a quality of life for present and future generations. allmannwappner designs are crafted to provide customized solutions for forward-thinking and environmentally positive projects, seamlessly blending architectural culture with sustainability as a fundamental aspect. We strive to create environments that help to reduce impact on the climate and ecosystems. That is why we aim to increase the usage of recycling materials and to maximize energy and resource efficiency throughout the entire lifecycle of each project, making sustainability an inherent element of our planning process.



## 3.2. Establishment of a sustainable management system

The establishment of a sustainable management system involves the development and implementation of structured processes and practices within our company to effectively manage and reduce our environmental impact. This includes Climate Management and Sustainable Development Management, which in turn include policies, procedures, and monitoring mechanisms to ensure compliance with environmental regulations, continuous improvement in sustainability efforts, and the integration of sustainable considerations into decision-making processes.

allmannwappner has set itself the target of lowering its own greenhouse gas emissions to net zero by 2030 by gradually reducing the office's carbon footprint. Our goal is to achieve carbon neutrality.



## 4. Intellectual property and data protection

Concepts, technology, and information are our assets. We safeguard our own assets and honor those belonging to others.

Our intellectual property consists of the products of our creativity such as our designs, plans, visualizations, sketches, etc. Our knowledge and our databases are of vital importance to our business. We secure our inventions and creations in accordance with relevant national laws and company instructions. Such precautions help us to remain successful as a team.

### 4.1. Respect for intellectual property

It is essential to protect our intellectual property from unauthorized access, sharing, and improper use. External parties should not have access to our intellectual property without prior authorization and a signed confidentiality agreement.

We also realize the necessity and importance to respect the intellectual property of our partners, competitors, and third parties.



## 4.2. Protection of confidential information

Information is a valuable corporate asset. We commit to protecting both our confidential information and the information entrusted to us by partners or clients. Confidential information, defined as valuable data not disclosed to the public, must not be disclosed or distributed without company authorization. We will only use such information in accordance with the company's approved purposes related to our professional responsibilities.

We respect the privacy of each individual, be it a client, employee or business partner. allmannwappner has implemented policies, laws, and regulations regarding personal data. We observe and comply with all applicable laws and regulations whenever collecting, maintaining, using, disclosing or disposing of personal information.

## 5. Misconduct

The management, directors and team leaders are committed to undertaking necessary actions to examine and monitor any violation or misconduct within the workflow. And if it is confirmed, the company will take suitable disciplinary and preventative measures. This is where our open feedback culture is essential and helps us to prevent misconduct.

