

Code of Conduct

for Business Partners and their Subcontractors

Basel, 22 October 2021

Our values

HIAG has set itself the task of providing professional development, construction and real estate services that do not simply meet our customers' expectations, but exceed them. The pursuit of excellence drives us forward and is put into practice within the company. HIAG is committed to high-quality real estate development and management as well as professionally conducted transactions. The company and its employees are proud of their work and build lasting relationships with the various stakeholders.

To ensure this, HIAG has embraced a set of values that define who HIAG is, how HIAG works and what HIAG stands for. These values also show what HIAG expects from its own teams and from everyone they work with:

Make a difference

We seize opportunities and tackle them together.

Be curious

We are open, we try new things and we are ready to take a chance.

Take responsibility

We take responsibility for our sites as a whole and sustainably develop them in the interests of all the stakeholders.

Business partners who work with HIAG are expected to uphold this Code and require their partners, subcontractors, consultants and suppliers to do so as well.

Why is this important?

HIAG has an impact on environmental, societal and economic consequences of its activities throughout the value chain. HIAG therefore ensures that work is performed in a trustworthy manner wherever it is involved. This pertains to legal as well as ethical, social and environmental aspects.

HIAG's reputation is an important asset for the company, giving clients, stakeholders and authorities at the municipal, cantonal and national levels confidence in our services and value propositions. HIAG's reputation therefore also depends on its business partners and their decisions and actions.

Sustainability

HIAG sees sustainability as a collective responsibility. Business partners and their subcontractors are therefore expected to make a positive contribution to enhance sustainability. This is demonstrated through responsible environmental, economic and social actions and includes, for example:

- an intelligent and resource-efficient way of building and working,
- a focus on the entire real estate life cycle, and
- ensuring fair working conditions.

Social responsibility

All business partners and their subcontractors are required to respect human rights and protect fundamental rights such as freedom of association. Legal working hours, rest periods and minimum wages must be complied with. The wages must also allow for a suitable standard of living. HIAG does not tolerate child or forced labour anywhere along the value chain. To minimise negative supply chain effects, local contractors, subcontractors, suppliers and workers should be used wherever possible.

Environmental management

All business partners and their subcontractors must agree to prevent environmental damage, minimise the environmental effects of their activity and offer environmentally friendly solutions. It is important to preserve natural resources and use them responsibly. The use of recycled and other sustainable materials must be preferred for HIAG's orders. Rubble, building materials and other waste must be disposed of in a strictly professional and appropriate manner. Where possible, waste should be reused or recycled. HIAG expects business partners and their subcontractors to have effective and legally compliant environmental management systems in place that are suited to the type and size of their company and their cooperation with HIAG.

Governance

HIAG expects its business partners and their subcontractors to behave fairly and comply with all legal requirements. Corruption and bribery will not be tolerated. Data that are obtained through cooperation with HIAG must be protected. They must not be used outside of the contractual relationship, and in particular not passed on to third parties.

Quality management

All business partners and their subcontractors must pursue and ensure the principle of continuous quality improvement. HIAG reviews and evaluates its business activities and those of its business partners and their subcontractors so that it can meet its requirements. HIAG reserves the right to conduct audits to ensure that its business partners comply with laws, rules, standards and this code.

Health and safety

HIAG is committed to creating and maintaining a positive health and safety culture. This must be supported by all employees, business partners and their subcontractors.

Business partners and their subcontractors must actively work to create a healthy and safe work environment. The health of employees must be protected and accidents at work avoided. The objective is to prevent accidents of any kind. Furthermore, work performed or delivered on behalf of HIAG may not have any harmful effects on health. It is important to adequately protect personnel and the environment when implementing projects.

Companies working for HIAG must ensure that all work is conducted in accordance with the applicable health and safety regulations for the entire duration of the contract.

Business partners and their subcontractors must also ensure that they have trained and competent staff who are capable of completing the tasks they have taken on. Work-related injuries or illnesses that may occur within the framework of projects conducted for HIAG must be reported to HIAG's General Counsel.

Equality, diversity and integration

HIAG is committed to promoting equal opportunities for all employees, clients and partners in the procurement, design and management chain and is convinced that this enhances the company's performance. HIAG treats all people equally with respect and dignity and does not discriminate against anyone on the basis of age, skin colour, disability, ethnic origin, sex, marital status, sexual orientation, religion, belief or for any other illegal or unjustified reasons. Business partners and their subcontractors are therefore also expected to work to promote equal opportunities and uncompromisingly address any type of discrimination.

Social media

Social media means any user-created video, audio, text or multimedia content that is published and shared in a social environment such as a blog, wiki, web community or video. Examples of social media include Twitter, Facebook, LinkedIn, YouTube and website forums. When working on behalf of HIAG, it is essential that social media posts made by business partners and their employees (including their subcontractors) are respectful. They should protect the reputation of HIAG and its clients, not violate the HIAG Code of Conduct, comply with Swiss law and in particular ensure the protection of personal privacy. In general, all business partners including their subcontractors should note that any external communication (press releases, news on the website, social media posts, etc.) about HIAG or HIAG projects must be approved internally by HIAG before publication.

Posted Workers Act (PWA)

Business partners and their subcontractors must ensure compliance with the conditions of the Posted Workers Act (PWA) and related measures at all times. They certify that neither they nor any third party commissioned by them have been the subject of service suspensions or legally enforceable sanctions and that there are no ongoing proceedings against them.

Suitable conditions mean, for example, that the minimum wage and working conditions comply with or exceed applicable Swiss regulations, the regulations for Saturday and holiday work are complied with and all permits and registration confirmations are available and can be proven at any time.

Final remarks

By accepting an assignment, the business partner and its subcontractors agree to implement this Code and cooperate during spot checks concerning compliance with the Code.

HIAG's General Counsel can be contacted with any questions regarding proper behaviour. If this Code of Conduct is violated, HIAG will take appropriate measures with regard to the business relationship. HIAG reserves the right to terminate the business relationship if there are serious violations of the Code, if no measures are taken against violations or if systematic violations have been detected.

HIAG's General Counsel is responsible for the implementation of this Code. Information about violations or suspected violations must be reported to him or her. Everyone is asked to submit the reports they deem necessary. HIAG follows up on all reports and protects informants from potential reprisals.

Your contact



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