

Guideline for sustainable procurement

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Foreword by the management

The LKE Group strives for excellence in products, processes and behaviour. Our corporate values form the basis for this. We are firmly convinced that respecting and upholding our values will continue to be the foundation of our success in the future.

For this reason, we have introduced rules and procedures in our group of companies to ensure that we can fulfil these high standards. These rules and procedures are accessible to all employees. They are constantly updated and adapted to current and legal requirements.

This guideline for sustainable procurement provides a detailed overview of our most important principles for compliance at the LKE Group.

As strict adherence to these rules is one of our principles of good corporate governance, we commit ourselves and all our employees to comply with them.

LKE Group GmbH

A handwritten signature in black ink, appearing to read 'S. Neuhaus-Schwermann'.

Sebastian Neuhaus-Schwermann

Managing Director

1. Introduction

This Sustainable Procurement Policy sets out the principles and procedures that LKE Gesellschaft für Logistik- und Kommunikationsequipment mbH will follow to ensure that all procurement activities are environmentally friendly, socially responsible and economically sustainable. The guideline is based on the requirements of ISO 20400 and is intended to help minimize the environmental and social impact of our procurement decisions.

2. Objective

The aim of this guideline is to promote sustainable procurement in the LCE by:

- Giving preference to environmentally friendly products and services.
- Ensuring social responsibility in the supply chain.
- Ensuring economic efficiency and transparency in procurement processes.

3. Scope

This policy applies to all LKE employees involved in procurement decisions, as well as to all suppliers and service providers with whom our company cooperates.

4. Principles of sustainable procurement

- Environmental friendliness: preference for products and services that are produced in an environmentally friendly way, have a low environmental impact and are recyclable.
- Social responsibility: Ensuring fair working conditions, respecting human rights, and promoting diversity and inclusion in the supply chain.
- Economic efficiency: Consideration of the total cost over the entire life cycle of a product or service, including acquisition, operating and disposal costs.

5. Procurement process

- Needs analysis: A needs assessment is carried out before procurement to ensure that the products and services needed are sustainable.
- Supplier selection: Criteria such as environmental management, social responsibility and ethical business practices are taken into account when selecting suppliers.

- Request for quotation: When requesting offers, care is taken to ensure that the requirements for sustainability are clearly communicated.
- Contract drafting: Contracts with suppliers contain clauses on compliance with environmental and social standards.
- Monitoring and evaluation: Suppliers' performance is regularly monitored and evaluated to ensure that sustainability criteria are met.

6. Training and awareness raising

All LKE employees involved in procurement receive training on sustainable procurement and the application of this policy. Awareness-raising activities are being carried out to promote awareness of the importance of sustainable procurement.

7. Communication and reporting

The Sustainable Procurement Policy is communicated internally and is accessible to all employees. In addition, there are regular reports on the progress and successes in sustainable procurement.

8. Continuous improvement

LKE Gesellschaft für Logistik- und Kommunikationsequipment mbH is committed to the continuous improvement of sustainable procurement practices. Feedback from employees and suppliers is actively sought to optimize the policy and related processes.

9. Inference

This sustainable procurement policy is an important step towards responsible and future-proof corporate governance. By implementing this policy, LKE Group actively contributes to the protection of the environment and the promotion of social justice.