

Dear business partners,

GLS Germany is one of Germany's leading parcel service providers. With over 9,000 employees, it is the largest national subsidiary within the GLS Group. Our central hub in Neuenstein, Hessen, and 67 depots across Germany form the backbone for our seamless parcel distribution, through which we contribute to the mobility and reliable availability of goods.

How we define responsibility

We firmly believe that sustainable commercial success can and should only be attained while protecting the environment for future generations and respecting human rights. Wherever we operate as the GLS Group, we are serious about complying with all applicable laws and regulations and meeting our own ethical standards.

To this end, we attribute great importance to respect for human rights and environmental protection – in our own business area and along our supply chains. Specifically, this means:

- Consistent adherence to country-specific regulations, prohibitions and directives.
- Fairness, education and a minimal impact on the environment: we are committed to this and support the UN's Sustainable Development Goals. For more on this, please visit the "Our responsibility" section of our website.
- Diversity, equal opportunities and respectful dealings with employees and partners are key cornerstones of our success. We also support social projects.
- As a subsidiary of International Distributions Services plc, we are a signatory of the United Nations Global Compact. The principles contained in this internationally applicable set of rules on human and labour rights, environmental standards and combating corruption form the basis for our Code of Conduct and Supplier Code of Conduct.

New laws, such as the German Act on Corporate Due Diligence Obligations for the Prevention of Human Rights Violations in Supply Chains (LkSG), no longer relate sustainability considerations to individual companies alone but to entire supply chains. People and the environment in which we all live are the focus of our shared responsibility. We take this responsibility towards employees, society and the environment very seriously. It forms the basis for the trust placed in GLS Germany by employees, customers, business partners and the public.

Contribute to sustainability as a supplier

GLS Germany and its affiliated companies are committed to environmentally and socially responsible corporate governance. We demand the same of our suppliers. With regard to our employees, too, we require that they observe the principles of ecological, social and ethical behaviour and consider them part of our corporate culture.



As a supplier to GLS Germany, you also play your part in an integrated approach and contribute to optimising corporate action and services in the interests of sustainability. Only if we work together we can effect a lasting improvement in environmental protection and respect for human rights.

It matters to us that our partnership with you is based on trust. In order to achieve our mutual objectives while meeting all legal requirements, the first step is a risk analysis that incorporates various information about your company. Responsible action along the supply chain is a must at every point in our business relationship. That is why all human rights and environment-related risks have to be promptly identified and reported as well as appropriate steps taken to minimise the risk.

We set out below how you can play your part in this and benefit at the same time.

The onboarding process for new suppliers includes a supplier questionnaire and information on our Supplier Code of Conduct. Purchases are double-checked or, in the case of larger orders, have to pass a business partner approval procedure. A business relationship can only be established and a potential business partner added to our central procurement platform if the supplier meets our values and legal requirements.

That is why we have decided to cooperate with EcoVadis

EcoVadis is a leading international CSR* rating platform. The cooperation is intended to help us to further improve our services in respect of sustainability and to put our sustainability management in the supply chain on a future footing. You are invited to participate in this in order to play your part in an integrated approach.

Slowly but surely, we want to bring more transparency to our supply chains through this so that we can prevent risks arising or take timely steps to counteract them together with our business partners. The extension of our risk management system to include measures for implementing the LkSG will ensure increased awareness both in our own business area and along our supply chains.

*CSR = corporate social responsibility

Our ask of you: please register on the EcoVadis platform

Your participation in this process is crucial to the effectiveness of our sustainability management in the supply chain. Accordingly, we would appreciate you registering on the EcoVadis platform. You benefit in the following ways from this:

- With the EcoVadis rating, you receive your own sustainability scorecard containing detailed information on your strengths and areas for improvement.
- The scorecard issued to you by EcoVadis is generally recognised as a quality criterion for your commitment to sustainability.
- Business partners with areas for improvement are invited after the assessment to take part in a corrective action plan. This plan is provided via EcoVadis in order to directly improve sustainability performance.

For more information on the EcoVadis programme and associated fees, please visit the EcoVadis website <https://ecovadis.com/plans-pricing/>.

Thank you for your cooperation

Thank you very much – for your commitment to our partnership and for taking the time to complete this assessment. We look forward to your participation in our initiative for a sustainable and responsible future.

Best regards,



Procurement



Compliance



Finance