



CORPORATE SOCIAL RESPONSIBILITY POLICY

Policy Statement

Operating responsibly and sustainably is essential to Magnolia. This policy intends to assist in the establishment of a corresponding culture, to protect Magnolia’s reputation and to reduce the risk of violating the best interests of our diverse global stakeholders. Corporate responsibility supports us to manage risks and maximise the opportunities available to us in a changing world.

We are committed to understanding, monitoring and managing our social, environmental and economic impact to enable us to contribute to society’s broader goal of sustainable development. Magnolia will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative matters. Magnolia employees, suppliers and contractors are to adopt the Corporate Social Responsibility considerations described in this policy into their day-to-day work activities. Magnolia managers are to act as role models by incorporating these considerations into decision making in all business activities. They are also to ensure that appropriate organisational structures are in place to identify effectively, monitor, and manage Corporate Social Responsibility issues and performance relevant to our business.

Scope

The scope of this policy applies to the entire Magnolia Group (hereafter referred to as Magnolia), which includes the subsidiaries listed in the Organization’s Policy. It is binding for all employees, including permanent and temporary employees as well as consultants and contractors. Failure to comply with this policy may be regarded as a disciplinary matter and will be dealt with in line with the Disciplinary Policy with possible sanctions up to and including summary dismissal (or termination of contract for temporary workers). The geographical scope includes all locations where Magnolia paper or electronic information is in use, including (but not limited to) offices, co-working spaces and the employee’s homes.

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Principles

At Magnolia, Corporate Social Responsibility covers the following areas:

Business Ethics and Transparency

Magnolia is committed to maintaining the highest standards of integrity and corporate governance practices to maintain excellence in its daily operations and to promote confidence in its governance systems. We will conduct our business in an open, honest, and ethical manner.

We further recognize the importance of protecting all of our human, financial, physical, informational, social, environmental, and reputational assets. In doing business, we rely on strong partners; hence, we maintain open and transparent relationships with competitors and partners.

Whistleblowing

A whistleblower is someone who discovers something that is wrong and alerts. This may include uncovering illegal and unethical behavior (e.g. corruption, money laundering, insider trading, human rights violations, environmental pollution, data misuse, violation of security regulations, tolerating or creating danger, other abuses) that the whistleblower typically perceives as an employee. The law recognises that whistleblowing occurs and protects employees who are whistleblowers from detrimental treatment such as dismissal. To be protected by the law a whistleblower must fall within the stringent legal rules. Anyone who does not act in good faith or is motivated by personal gain will not be protected.

It's Magnolia's policy to ensure as a company that at every level of management Magnolia's business is conducted in such a way as to comply with all legal requirements that govern the company's activities. This policy applies to the way that the company employs and manages its staff. Magnolia and its employees operate as a team and the company expects its employees to all play their part as members of the team for the good of the business as a whole.

There is no reason for any employee to believe that he or she will suffer detriment for speaking up if they believe that something is wrong or that if the company is alerted to it, the company will conceal or destroy evidence. However Magnolia as an organization

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is fully aware of the company's responsibility under the law and will respect the legal protection afforded to a whistleblower.

The following points of contact are available to employees to report violations. Reports will be treated confidentially and further measures will be defined together with the reporting person:

- Staff members of Human Resources (locally and globally)
- DPO and CISO (Manager of ISMS committee)
- Proitera GmbH Basel, Social Counselling Service, 4053 Basel, Switzerland, T:+41(0)613661029 www.proitera.ch

Social Responsibility

Magnolia conducts business in a socially responsible and ethical manner. In particular, we protect the physical and mental safety of our staff, clients, users, and other people. We support human rights and foster diverse communities and cultures in our global company. Magnolia does not tolerate discrimination, defamation, and derogatory of any sort. Violations will lead to consequences under civil, labour and criminal law; in particular: offensive or improper statements, discriminating and racist statements, publication of illegal, sexual or offensive nature, harassment of a colleague, statements about business partners of Magnolia or the infringement of third-party copyright.

Magnolia's organization is flat and structured in a matrix. It continuously adapts to the conditions and is regularly questioned with the participation of the staff. Clear organs and their clear responsibilities give security and guidance to managers and employees, ensuring that decisions are taken at the right level.

Magnolia provides a safe and healthy working environment and will not compromise the health and safety of any individual. The Main load on mental and physical health is the constant work at the computer. Magnolia thrives to continuously reduce those burdens within its possibilities by ergonomic measures (tables, noise, light conditions), by offerings for movement, nutrition and relaxation. The agile work organization aims to keep stress levels low in our complex work environment and allows planning security for employees. High level of flexibility characterizes our working conditions which enables us to bring private life and work into the best possible harmony. For instance, we allow a high degree of home office and have generous solutions for the parents of children.

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To prevent discrimination of pay, Magnolia decides to pay according to a salary model and exercises continuous, global benchmarking.

Continuous training and development of our highly skilled staff are crucial for the sustainable development of Magnolia. Magnolia thrives to continuously ensure this through strategy-oriented measures that are seriously budgeted where the needs arise.

Community Engagement

Magnolia strives to understand and respect the cultural values, laws and tax restrictions wherever we operate. We actively support initiatives in those communities where our employees live and work. We encourage our employees to contribute time and energy in leadership and other roles in community organizations. We sponsor and donate to selected organizations.

Environmental Responsibility

Magnolia is committed to environmental protection and stewardship. We recognize that pollution prevention, biodiversity, and resource conservation are critical to a sustainable environment of this planet. We will effectively integrate these concepts into our business decision-making. All employees and contractors are responsible and accountable for contributing to a resource-friendly working environment. We reduce the use of paper in our daily work as a digital company. Our employees are actively encouraged to recycle and re-use utility materials. In our everyday purchases, we consider relevant conditions as the scarcity, the costly or injurious production of resources and products (like raw materials, energy, pollution and emissions).

We have a professional technology in place to do video conferencing, in order to reduce CO2 emissions as a company with offices on three continents.

Stakeholder Relations

We are proud of our commitment to apply fair labour practices while respecting the national and local laws of the countries and communities where we operate and are committed to providing equal opportunity in all aspects of employment. We do not

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engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.

We treat our workers and employees fairly and with dignity and respect, maintain safe working conditions, and conduct manufacturing activities in an environmentally safe and responsible manner. Magnolia does not tolerate human rights abuses, human trafficking or slavery, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

User awareness

This Policy will be drawn to the attention of all Magnolia staff.

Changelog:

Date:	Version:	Comment:	Author:
24.11.2020	1.1	Initial Version	Head of HR
10.08.2020	1.2	- Reviewed, minor changes - Added Changelog	Head of HR
22.07.2021	1.3	minor changes deleted a contextually, unreasonable sentence about information security	Head of HR
07.04.2022	1.4	Reviewed, minor grammar changes	Jemima White
07.06.2022	1.5	added paragraph about Whistleblowing	Head of HR
09.03.2023	1.5	Reviewed. no changes	Eric Hechinger

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