



# MELITTA GROUP STATEMENT OF PRINCIPLES FOR SUSTAINABLE DEVELOPMENT



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# Foreword / Structure of this Document

This Statement of Principles consists of two parts:

- ♦ Part 1 describes the principles and standards we use as our foundation for integrating sustainability criteria into our supply chain and our core business. It also outlines the key elements of the resulting management system.
- ♦ Part 2 gives a detailed description of the management system used for implementing principles and standards into company practices. As such, this section shall be updated on a regular basis as we continue to develop the system. It is based on the requirements laid out in § 6 clause (2) of the Supply Chain Due Diligence Act (Lieferkettensorgfaltspflichtengesetz, LkSG)



# Part 1: Our General Principles Our Obligation

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The Melitta Group is a family-owned company with a rich tradition stretching back over 110 years. From our very beginnings, we have been devoted to a long-term philosophy spanning across multiple generations. Sustainability plays a key role within our company and is one of our goals. Many requirements for responsible business practices are also in place in the globalized world of today to secure the long-term future of the economy, environment, and society. As such, we have undertaken to conduct our own business activities and our value chains in a sustainable manner. To continually press ahead with these efforts, the Melitta Group is committed to the UN Sustainable Development Goals and other international standards.



# Human Rights

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We are dedicated to upholding human rights in the business activities and relationships of all the Melitta Group's divisions. The internationally recognized human rights, as outlined in the following documents, serve as our minimum standard here:

- The International Charter of Human Rights, consisting of:
  - \_ United Nations (UN) Universal Declaration of Human Rights (UDHR)
  - \_ International Covenant on Civil and Political Rights (UN Civil Covenant [ICCPR])
  - \_ International Covenant on Economic, Social and Cultural Rights (UN Social Covenant [ICESCR])
- The principles on fundamental rights as set out in the International Labour Organization (ILO) Declaration on Fundamental Principles and Rights at Work and its principal conventions:
  - \_ Forced Labour Convention (No. 29)
  - \_ Freedom of Association and Protection of the Right to Organise Convention (No. 87)
  - \_ Right to Organise and Collective Bargaining Convention (No. 98)
  - \_ Equal Remuneration Convention (No. 100)
  - \_ Abolition of Forced Labour Convention (No. 105)
  - \_ Discrimination (Employment and Occupation) Convention (No. 111)
  - \_ Minimum Age Convention (No. 138)
  - \_ Worst Forms of Child Labour Convention (No. 182)



# The Environment and Climate

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We comply with applicable environmental standards and are devoted to protecting the environment, climate, and biological diversity in all our business activities. The same also applies to our value chains and all our locations. If we can, we completely avoid having negative impacts on the environment, or at least reduce them to the greatest extent possible. Relevant environmental aspects are factored into every business decision.

To further strengthen our commitment here, we adhere to the following international conventions and declarations:

- 1992 Rio Declaration on Environment and Development
- 2015 UN "2030 Agenda" and environment-related Sustainable Development Goals (SDGs)
- 2015 Paris Agreement to prevent the danger of climate change
- Convention on Biological Diversity, signed at the 1992 Earth Summit in Rio de Janeiro
- 1973 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- 1979 Geneva Convention on Long-Range Transboundary Air Pollution (LRTAP)
- 1989 Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal
- 2013 Minamata Convention (on Mercury)
- 2004 Stockholm Convention on Persistent Organic Pollutants

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# Melitta Group Guidelines

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The Melitta Group's fundamental guidelines and principles are outlined in our Code of Conduct, which provides basic direction to all our employees on how to conduct themselves in day-to-day business. It also applies to relationships with our business partners and customers. The Code must be observed by all employees. Company management and the heads of every business unit must regularly supply their team with the Code's content and the guidelines for its implementation.

Our business partners along the value chain must adhere to our Code of Conduct for Suppliers. It defines the minimum requirements to be satisfied when it comes to working conditions and environmental standards. These requirements are binding for our business partners.

The Melitta Group clearly outlines what it expects in terms of sustainable procurement in the document "Principles of Sustainability in Procurement." This statement of principles is based on the values and commitments expressed in the 2019 Sustainability Statement as well as the corresponding strategies of the individual business units. It provides a basic framework for our procurement processes and our suppliers in all relevant material groups.

*We have also undertaken to firmly establish our commitment to human rights and environmental protection in the Group's future statements and processes.*

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# Due Diligence

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We are committed to implementing a human rights due diligence process which complies with international standards, in particular the UN Guiding Principles on Business and Human Rights (UNGPs) and the OECD Guidelines for Multinational Enterprises.

To do this, we constantly subject our processes to review to ensure we keep an eye on the most important impacts our business may have:

- \_ Impacts on supply chain employees-labor law
- \_ Impacts on the company's own employees-labor law
- \_ Impacts on the company's own local communities-right to a healthy environment, land rights
- \_ Impacts on local communities in the supply chain-right to a healthy environment, land rights
- \_ Impacts on customers and users of our products-product safety and transparency

*Our processes include risk analyses carried out in accordance with the UN Guiding Principles (UNGPs) so that we can prioritize appropriately, take action against potential impacts, and monitor our activities and their results.*

# Governance

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The Communications and Sustainability corporate division reports directly to company management. It organizes the Group-wide strategic integration of sustainability into the core business, develops sustainability activities in concert with corporate divisions and business units, and manages and monitors the implementation.

We have created subject-focused project and work groups to tackle relevant topics such as human rights and the environment in an efficient and targeted manner. Decision-making structures were also established to supply information and decisions on topics of Group-wide relevance efficiently.

# Complaints Procedures

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In compliance with the UNGPs, the Melitta Group has developed effective corporate complaints procedures for all parties impacted by our business activities, who may include our employees but also external stakeholders, such as local communities near to our locations and people working in our supply chain.

# Transparency, Communication, and Review of Our Statement of Principles

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This Statement of Principles is publicly available at [www.melitta-group.com](http://www.melitta-group.com). It is disseminated both within and outside of the company to employees, business partners, and other relevant stakeholders. When necessary, it will also be translated into other languages.

We will make it possible for relevant stakeholders to provide feedback in order to continually improve our activities. This feedback will then be incorporated into this Statement of Principles during regular review.

**IO** We report annually on our human rights and environmental protection endeavors, as well as on the implementation and enforcement of this Statement of Principles. This also involves constantly developing this document in line with the German Supply Chain Due Diligence Act, etc.



# Part 2: Our Management System Foreword

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The companies of Melitta Unternehmensgruppe Bentz KG ("Melitta Group") are leading providers of a wide variety of brand products in the business-to-customer (B2C) segment as well as in attractive business-to-business (B2B) niche markets. Activities here are divided into three main business segments: Coffee, Coffee Preparation, and Household Products. Other products, such as special papers for the wallpaper industry, industrial films for food packaging, and non-woven materials for further processing into protective masks, are marketed via industry customers.

The business of the Melitta Group's global business units is managed by Melitta Group Management GmbH und Co. KG.

Further information about the Melitta Group's business model is available in our Annual Report (<https://report.melitta-group.com/annual-report-2022/>).

To achieve our goals regarding human rights, labor standards, and environmental standards, we developed a governance structure and a management system based on our philosophy and principles as well as on relevant standards and legal requirements and implemented them in our business processes.

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The management system is updated and further developed on a regular basis, at least once a year.

A summary of these structures and processes is provided below. Within the company, these structures and processes are defined by binding guidelines and process descriptions for all concerned units and employees. Our suppliers are accordingly bound to them as based on our Supplier Code of Conduct and integrated into the processes. Collaborating in a respectful, solution-oriented, and constructive manner is very important to us here.

Our Sustainability Report which is updated every two years provides detailed descriptions of relevant structures, our course of action, and the current state of things.

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# Governance structure

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The governance structure to implement internal and external requirements for our supply chain management is depicted in Fig. 1. Key elements include:

- The Human Rights Officer is responsible for systematically developing and evaluating the efficiency of the management system and processes as well as for compulsory and voluntary reporting. They serve as the point of contact for all internal and external stakeholders, including company management, to whom they must report once a year. This role is performed by the "Director Sustainability Strategy" in the Melitta Group's Communications & Sustainability corporate division.
- For their own division, the Human Rights Officer collaborates with the Sustainability Supervisors in the individual business units. The Sustainability Supervisors are responsible for coordinating the integration of sustainability measures into core business in the respective units. For each location, the Supervisors appoint a person responsible for managing compliance with human rights and environmental standards. If necessary, the Supervisors may coordinate with the managing directors of the respective business unit to do this.
- The respective procurement departments are responsible for overseeing operational supplier management, which includes implementing processes to analyze, assess, and prioritize risks and developing control and prevention measures. Here they are guided by the binding process descriptions provided in the procurement manuals and coordinate closely with the Central Service and Excellence Unit.



- The Central Service and Excellence Unit is part of the Global Procurement Office of Melitta Business Service Center GmbH & Co. KG and provides support and advice to the procurement departments and to suppliers when it comes to starting, implementing, and evaluating processes. The Unit also manages collaboration with the platforms SEDEX and amfori BSCI and controls the processes initiated via the platforms
- The Central Service and Excellence Unit works with the Melitta Group's Human Rights Officer to constantly develop processes and management systems and fulfill documentation and reporting obligations.
- In cases where deliberations are necessary to take further action against individual suppliers, a two-stage escalation process is provided for where
  - the head of the procurement department, the Human Rights Officer, and the head of the Global Procurement Office are involved in the first stage; and if no agreement can be reached here,
  - the management of the relevant business units are integrated into business decisions in the second stage.

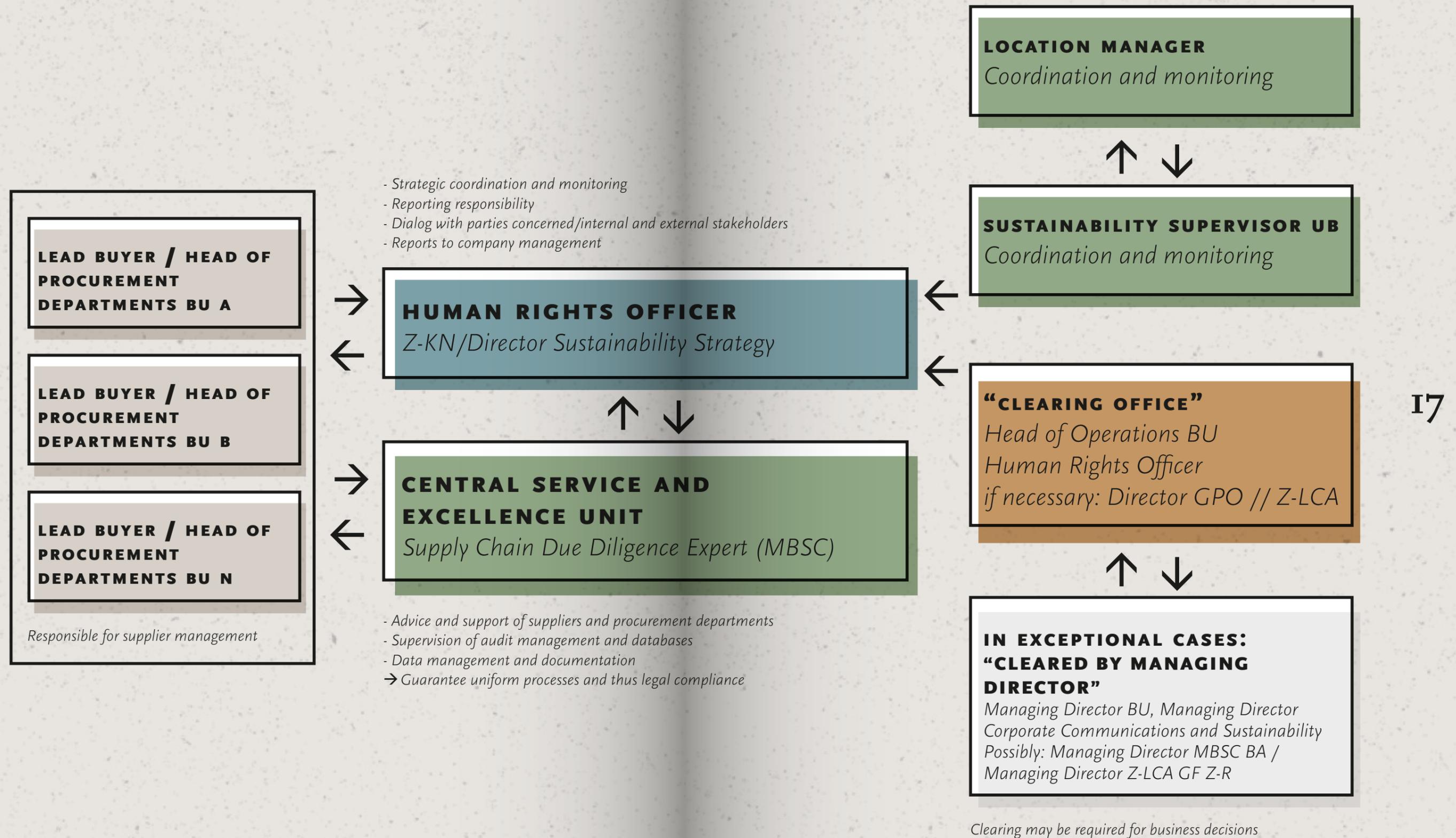


Fig. 1: Governance structure of the Melitta Group: Sustainable development

## Connection with the Melitta Group's Risk Management System

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Risk management for human rights and environmental risks builds on the Melitta Group's universal risk management system and is incorporated into it by creating a comprehensive portfolio of risks. This involves recording, assessing, and prioritizing both internal and external risks and developing appropriate measures based on them.

Extensive dialog is carried out to consider the interests of the various parties:

- Regular communication between employees and their relevant contacts takes place internally at the company locations, business units, and Group level
- Regular communication with suppliers and other supply chain stakeholders is maintained via different channels, including via relevant industry initiatives such as the Global Coffee Platform
- Comprehensive stakeholder management makes it possible for the Human Rights Officer to remain in regular contact with non-governmental organizations and other parts of civil society in order to obtain ideas and feedback on how to adapt the management system to new developments
- The Human Rights Officer also conducts a formal survey with stakeholders (both external as well as internal)
- at least once every three years. In-depth interviews are also carried out with selected stakeholders. The formal survey was last conducted in 2021/2022.

For this purpose, the Human Rights Officer regularly coordinates with the Corporate Development corporate division which is responsible for risk management across the Group. The risk portfolio and any resulting measures are regularly agreed upon with company management, at least once a year.

## Management System 1a: Own Division Risk Management of Own Division

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Melitta Group locations are spread out across 19 countries on five continents (Europe, South America, North America, Asia, and Australia). The Sustainability Supervisors for the respective business unit to which the location belongs are responsible for managing the locations' risks associated with sustainability. In the business units, the Sustainability Supervisors are responsible for the comprehensive integration of sustainability into business strategies and processes and for reporting directly to the management of the unit in this role.

For each location, the Supervisors appoint a person responsible for managing the operational implementation of the risk analysis and any resulting measures, provided that this person does not already have another appointment, for instance, for an existing ISO 45001 occupational health and safety management system.

Self-assessment questionnaires on the status of the management of human rights as well as labor and environmental standards at the locations are firstly provided to these responsible employees via a tool which is also used by the procurement departments. All main administration, production, and logistics locations are included here.

Based on the completed questionnaires, the Human Rights Officer, respective Supervisor, and location manager jointly assess the status and develop a development action plan. Everyone involved helps the team at the location with its implementation. Regular reporting is carried out for the company locations and business units at least once a year and submitted to the management of the respective business unit and the Human Rights Officer. They then review the reports and meet with the head of the division to give feedback. Internal reports are then consolidated across the Group and included in the Group's internal and external reporting.

With the help of the Human Rights Officer, the Communications and Sustainability corporate division also simultaneously organizes a Group-wide network for the protection of occupational health and safety. This network defines and jointly develops a uniform minimum standard by sharing ideas and collectively learning.

Risk analyses are reviewed at least once a year and if necessary adjusted to new developments.

# Management System 1b: Suppliers and Supply Chains

The management system including the processes for implementing the Supply Chain Due Diligence Act (LkSG) in the supply chains is depicted in Fig. 2.



Fig. 2: Management system for suppliers and supply chains

# I. Risk Management

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The process is divided into the following steps:

## I. Risk Management

In order to manage risk, a basic population of all active suppliers is created for the Melitta Group's suppliers and maintained by the Central Service and Excellence Unit in the Global Procurement Office. The basic population acts as the basis for all processes which are relevant to Supply Chain Due Diligence Act (LkSG). It enables a uniform procedure, efficient and external reporting, and an overview of the abstract risk assessment's findings and prevents redundant process steps from being carried out.

The suppliers are classified into risk-related product groups, which is used to conduct the abstract risk assessment and all following steps all the way to documentation.

The operational supplier management processes are overseen by the respective procurement managers in the business units. As a result, they implement Group-wide standardized processes for both existing suppliers and for the onboarding of new suppliers by making use of respectively used tools. The processes are defined on a Group-wide basis in an appropriate guidebook. The Central Service and Excellence Unit in the Global Procurement Office updates this guidebook in coordination with the Human Rights Officer and procurement departments, ensures the coordination with additional procurement procedures and other processes, and organizes documentation across the Group.

The Central Service and Excellence Unit does this by maintaining continuous dialog with all internal and external parties, including amfori BSCI and SEDEX, and ensures a continual exchange of experiences and knowledge. This also includes advising and supporting the procurement departments in terms of devising plans for social auditing, corrective actions, and development.

The Human Rights Officer manages the ongoing development and regular review of structures and processes by working with the operating units and the Legal Affairs corporate division. Among other things, they also ensure reporting and stakeholder dialog with the supervisory authority and other internal and external stakeholders. They report to company management at least once a year on the status and further action.

A two-stage escalation process is provided for in cases where the procurement departments and the Central Service and Excellence Unit cannot reach an agreement regarding further action against individual suppliers:

- In the first stage, the heads of operations/procurement for the respective business unit and the Human Rights Officer consult with each other and come to an agreement. If necessary, the Head of the Global Procurement Office and relevant employees from the Legal Affairs corporate division are involved.
- If a business decision needs to be made, the managing directors of the business unit, the Communications and Sustainability corporate division, and potentially the Legal Affairs corporate division and the Melitta Business Service Center (Global Procurement Office), consult with each other and come to an agreement in the second stage.

In general, the ultimate goal of all activities is to try to improve the situation on the ground. In the case of potential new suppliers, a business relationship is to be avoided if severe violations and a lack of options available to resolve them are identified. For existing supplier relationships, the termination of the business relationship shall only be considered if the supplier has severely violated standards, there is no serious interest or willingness to permanently and effectively reduce risk, even after repeated dialog and requests, and the agreed measures are not implemented or only partially implemented due to negligence.

For the product group "green coffee," the Melitta Group has substantial knowledge to believe that risks to human rights and the environment exist within the lower tiers of the supply chain, in particular in the cultivation of coffee. That's why additional practices or procedures adapted to the particularities of coffee supply chains exist in addition to Group-wide processes for the procurement departments involved in "green coffee." The relevant additions/adaptations are explained in the following sections.

All areas involved are provided with regular training, at least once a year, on applicable processes, regulations, and governance structures. The Human Rights Officer is responsible for doing this. An onboarding and training plan provided in the Guide to the Supply Chain Due Diligence Act (LkSG) is mandatory for new employees; the respective manager must document its completion.

## 2. Risk Analysis

The risk analysis process is depicted in Fig. 3. It is divided into the abstract and concrete risk assessment.

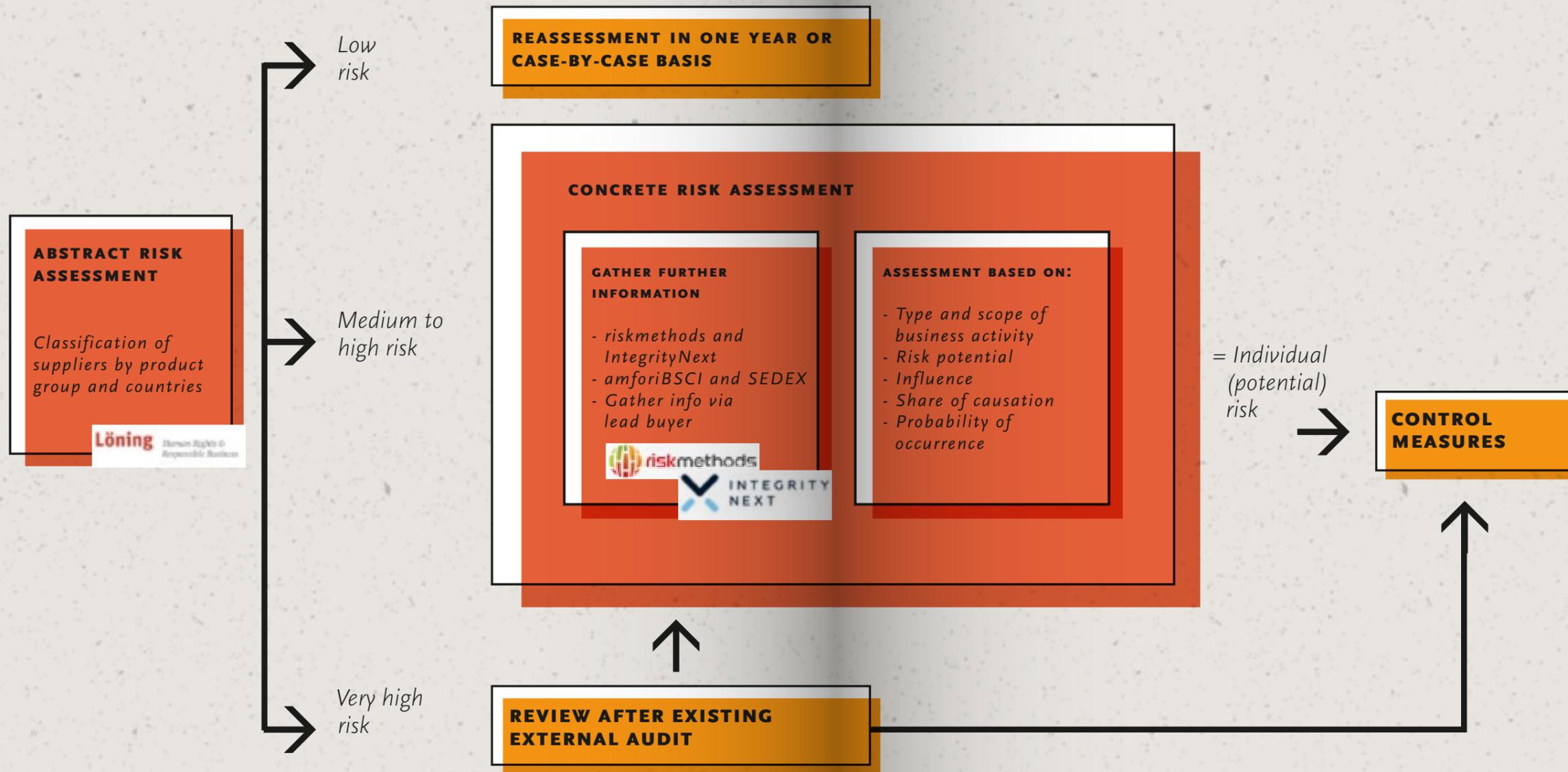


Fig. 3: Schematic diagram of risk analysis

## 2.1 Abstract Risk Assessment

In order to assess risk, all Melitta Group suppliers are grouped together into one basic population, whose structure is depicted in Fig. 4.  
The abstract risk assessment is based on an assessment of human rights of the procurement countries and product groups.

For the abstract risk assessment, all the suppliers in the basic population are clustered into individual risk-related product groups. The product groups are divided as follows:

- For direct goods and services, according to the used raw materials and the downstream processes for producing the (upstream) products or providing the service
- For indirect goods and services, according to the Nomenclature of Economic Activities (NACE) classification codes

The respective groups are prioritized based on the share of the Group's purchase volumes and then risks are extensively analyzed in varying levels of detail based on the order of priority in terms of possible violations of standards. To do this, international indices and risk assessments are used (e.g. the Human Development Index), and the methods from the renowned human rights consulting firm Löning - Human Rights & Responsible Business GmbH are applied to the prioritized product groups, adapted to Melitta's own realities and stages of the value chain.

In the next step, the findings of the generic product group assessment are combined with the respective countries in which the production processes take place or the respective services are provided by the Melitta Group suppliers. Methods from the renowned consulting firm Löning - Human Rights & Responsible Business GmbH are also applied here. Internationally recognized standards and indices, such as the Global Slavery Index, Global Rights Index, Children's Rights in the Workplace Index, etc., are used for this purpose. Over 20 indicators are used in total to analyze the human rights existing in the procurement countries. The analysis is reviewed and updated annually and on a case-by-case basis.

The product groups and suppliers are ultimately categorized into four stages in accordance with an expanded traffic light system: Product groups and suppliers with medium, high, or very high risk are respectively classified in the "yellow," "red," and "dark red" categories and assigned to the process for the concrete assessment of risks. Suppliers with very low risk who are classified in the "green" category are excluded from further active review and then actively reviewed after 12 months. A web-based tool is used to continuously monitor risks for all suppliers, no matter their risk classification.

For the "green coffee" product group, the Melitta Group participates in the collective risk analysis for the main coffee supplying countries, which is conducted by the company GRAS. More information on how this is done and the results are available at <https://www.kaffeeverband.de/en>

The abstract risk assessment is also used to determine the approach for the Code of Conduct of Suppliers: Suppliers with medium to very high risk are encouraged to actively support and constructively collaborate in the further process to prevent and reduce risks. Suppliers with a low risk assessment are also provided with the Code of Conduct as a basis for the business relationship. For them, however, the Code applies in conjunction with the General Purchasing Terms and Conditions and is deemed to be accepted without any active objection.

Provided by Business Units											Data developed based on provided BU Data					
Supplier ID	Name	Street	Postal Code	City	Country	PVO 2021 (local currency)	PVO 2022 YTD (local currency)	Business Unit	Category	Phase out planned?	Production Country Tier 1 (if applicable)	Production Country Tier 2 (optional)	Direct / Indirect Category	Calculated PVO 2022 (combination 2021/2022)	Calculated PVO 2022 below 50 k€?	Risk

Fig. 4: Basic population of suppliers

## 2.2 Concrete Risk Assessment

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During the concrete risk assessment, individual information about the risk management status of suppliers is collected by engaging directly with suppliers, for example, by way of supplier questionnaires but also via a supply chain risk management tool, a social media monitoring tool, and the databases of the amfori BSCI and SEDEX platforms. Suppliers given a "very high" risk rating during the risk assessment must openly disclose current audit results without delay and, if necessary, the implementation status of any resulting corrective action plans. This information is used to individually assess suppliers in terms of risk based on the three-color traffic light system. The main assessment criteria include:

- Type and scope of business activity: Length and relevance of supplier relationship, overall and proportionate sales volume, importance for core product ranges or processes, etc.
- Risk potential: Maturity of the risk management systems and any resulting supplier measures, local conditions, existence of supplier's own preventive measures
- Influence: Significance of Melitta for the suppliers in terms of operations and strategy, order volumes (compared to the supplier's turnover)
- Share of causation: Review of own practices in the supplier relationship, e.g., regarding purchasing conditions, lead times, contract creation and implementation
- Probability of occurrence: Assessment of the status of the supplier in relation to environmental factors in the sector and region
- Severity of the violation: Number of parties affected, irreversibility of negative impacts

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For suppliers with a "yellow" and "red" assessment, further mandatory measures (control measures or corrective actions, see next section) are then developed and the implementation of the measures is prioritized by taking the following criteria into consideration in particular:

- Level of risk or severity of the violations of standards identified (number of [possible] parties affected, type of rights/standards, etc.),
- Significance of the business relationship for the supplier and the Melitta Group, and
- the Melitta Group's influence.

The respective procurement departments carry out the risk analysis in collaboration with the Central Service and Excellence Unit. The Human Rights Officer is provided with the findings and involved in unclear cases.

Overall, the concrete risk assessment for suppliers and the process for risk analysis are regularly updated, at least once a year, and on a case-by-case basis.

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## 2.3 Case-by-Case Risk Analysis and Complaints Procedures / Whistleblower Systems

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The Melitta Group uses two tools in particular to ensure that risks are adequately monitored on a continual basis for all existing direct suppliers and the lower tiers of the supply chain:

- A supply chain risk management tool in which all direct suppliers are registered and which issues an alert to the responsible procurement department and the Central Service and Excellence Unit if the public must be informed about risks and potential violations of standard(s). The parties involved then consult with each other and come to an agreement on further action to be taken to explain the situation
- Whistleblower systems ([www.speakupfeedback.eu/web/melittaexternal](http://www.speakupfeedback.eu/web/melittaexternal)) which are also available around the globe to employees and other parties affected in the supply chains
  - Melitta's own whistleblower system, which all suppliers are informed about and requested to share with their own workforce as well as with suppliers in upstream supply chains. The Melitta Group also provides information about these options to submit a tip and the relevant rules of procedure on its external websites and "Melitta Lounge" intranet.

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- For coffee supply chains, the Melitta Group is also a member of the German Coffee Association's (DKV e.V.) "Ear4U" whistleblower system, which is available at <https://www.ear4u.org/en/>. Aside from providing target group-oriented channels for shared information in the lower tiers of the supply chain and in coffee-producing regions, it also enables the joint creation of corrective actions and the development of preventive measures in appropriate cases.

The effectiveness of whistleblower systems is regularly reviewed, at least once a year, by the Human Rights Officer together with other stakeholders, and the rules of procedure are further developed based on the findings.

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## 3. Corrective and Preventive Actions

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If the Melitta Group is informed about risks of standards being violated or actual violations of standards during the concrete or case-by-case analyses of the Melitta Group's risks, communication with the supplier is first intensified to gather further information about the situation and general conditions. If the information received is assessed as "insufficient" or findings show there is a general need for action, control measures are usually initiated first.

The most important control measure is the issue-related social audit of the production facility and, if necessary, its environment. The purpose here is first to take a record of the existing conditions in terms of compliance with human and labor rights as well as environmental standards. This also includes identifying the causes of any violations of standards and determining specific corrective and preventive actions. Depending on the level of influence, the objective of any resulting measures is to put a stop to any identified violations of standards as quickly as possible and to prevent/avoid risks as best as possible; or if there is only limited influence (e.g., on indirect suppliers in the lower tiers of the supply chain), concrete action plans to reduce the violation of standards and minimize risks must be developed at a minimum.

If the violations have already happened, measures to make amends with already injured parties must be an integral part of the action plan.

– The Human Rights Officer or an internal or external specialist authorized by the Human Rights Officer conducts the audits in their own division. Based on the audit findings, a root cause analysis is carried out by all stakeholders, including the employees and/or their representatives, the responsible managers, the Human Rights Officer and, if necessary, other stakeholders. A joint action plan can thus be created and implemented to correct identified shortcomings and prevent future violations. The Human Rights Officer reviews the implementation of the agreed actions and how effective they are. The findings are documented and serve as the basis for regularly reviewing additional needs for optimization.

– Accredited audit companies generally carry out the social audits of suppliers using standards and tools from the initiatives and platforms amfori BSCI and SEDEX. Separate corrective action plans are respectively developed. The procurement department then works closely with the supplier, if necessary, also with the support of the Central Service and Excellence Unit, to monitor and ensure they are implemented. Alongside the Central Service and Excellence Unit, the procurement department reviews the implementation of the agreed corrective actions and how effective they are. In the case of strategic or other key suppliers, the procurement departments may agree on long-term action strategies and plans to promote sustainable development that extend beyond the corrective action plans. This specifically includes training courses and skills development measures, which also encompass the formation of communities of practice (whenever possible). These are collectives consisting of several suppliers that share information with each other in order to learn and, if necessary, to also form action groups. The key objective is to initiate and promote self-sustaining structures in the local area or production facilities which contribute to continuous sustainable development through the collective commitment of all key players.

– Regular training courses, information sessions, and opportunities for dialog, which form an integral part of the internal and external systems, are organized by the Human Rights Officer and executed by the procurement departments, the Central Service and Excellence Unit and, if necessary, other internal or external representatives, such as from the Compliance and Human Resources divisions.

## 4. Documentation and Reporting

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Documentation-relevant processes are uniformly defined on a Group-wide basis in the Guide to the Supply Chain Due Diligence Act (LkSG). All measures and decisions based on risk assessments are centrally documented via the supply chain risk management tool. The Central Service and Excellence Unit assists the operational divisions with any questions they may have about these offers and make reasonable improvements. Documentation processes are a basic part of all training courses and information sessions.

Compulsory and voluntary reporting to the supervisory authority (German Federal Office for Economic Affairs and Export Control [BAFA]) and other key stakeholders is carried out based on completed documentation, the BAFA online questionnaire, and higher-level processes for the further development of the management system by the Human Rights Officer together with the Central Service and Excellence Unit, the procurement departments and, if necessary, the Legal Affairs corporate division. The Human Rights Officer thus also ensures that all other important requirements for credible and compliant reporting are met.



Minden, December 2022

A handwritten signature in black ink, appearing to read 'Jero Bentz'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Jero Bentz**  
Melitta Group Management  
GmbH & Co. KG  
Company management

A handwritten signature in black ink, appearing to read 'Volker Stühmeier'. The signature is cursive and somewhat complex, with several loops and a long horizontal stroke at the end.

**Volker Stühmeier**  
Melitta Group Management  
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Company management



[www.melitta-group.com](http://www.melitta-group.com)

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