

# MARLEY SPOON

## **Code of Conduct**

Adopted by the Management Board on June 5, 2018

# CODE OF CONDUCT

## CONTENTS

1. Purpose and application.....	3
1.1. Purpose of this code .....	3
1.2. Application of this code.....	3
2. Our values and commitments .....	3
2.1. Core values and commitments.....	3
3. Our ethical standards and policies.....	4
3.1. Conflicts of interest.....	4
3.2. Opportunities, benefits and ownership of work.....	4
3.3. Anti-bribery and gifts.....	5
3.4. Confidentiality .....	5
3.5. Privacy.....	6
3.6. Fair dealing.....	6
3.7. Discrimination, bullying, harassment and vilification .....	7
3.8. Health and safety.....	7
3.9. Protection and use of the Company's assets and property .....	7
3.10. Compliance with laws and regulations .....	7
3.11. Responsibility to shareholders and the financial community .....	7
3.12. Insider trading.....	8
4. Administration .....	8

## **Code of Conduct**

### **Marley Spoon AG and its subsidiaries (the Company)**

#### **1. Purpose and application**

##### **1.1. Purpose of this code**

The Company is committed to and strives to act honestly and with integrity in all its dealings and to act ethically and responsibly. This code of conduct sets out the values, commitments, ethical standards and policies of the Company and outlines the standards of conduct expected of our business and people, taking into account the Company's legal and other obligations to its stakeholders.

The Management Board of the Company (Management Board) has endorsed this code with the approval of the Supervisory Board of the Company (Supervisory Board). The Management Board and the Supervisory Board believe that the Company's commitment to this code will maintain the confidence of the Company's key stakeholders in the Company's integrity.

##### **1.2. Application of this code**

This code applies to all members of the Management Board, all members of the Supervisory Board, as well as all employees and all other persons that act on behalf of the Company.

You are expected at all times to act consistently with the values, commitments and ethical standards as set out in this code of conduct. This code operates in conjunction with the Company's policies and procedures relating to you.

It is essential that each of you is familiar with this code, a copy of which is available on the Company's website. Naturally, this code cannot cover every circumstance that you may face nor can it address every law, regulation or company policy that may apply to you. You are encouraged to obtain copies of the policies, standards and procedures relevant to your work. If you have any questions about your obligations or about the Company's expectations, please speak with your manager.

#### **2. Our values and commitments**

##### **2.1. Core values and commitments**

The Company's core values and commitments are:

- Sincerity – We act boldly in an open, honest and responsible manner.

- Determination – We act decisively with a sense of urgency.
- Passion – We challenge the status quo with energy and enthusiasm.
- Accountability – We focus on outcomes and deliver on commitments and communicate internally and externally.
- Integrity – We treat others as we expect to be treated in attitude, communication and personal safety.
- Diversity - We are committed to a diverse and inclusive work environment, where everyone is treated fairly and with respect, regardless of gender, age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation, sexual preference, language and other areas of potential difference.

### **3. Our ethical standards and policies**

#### **3.1. Conflicts of interest**

You must act in the best interests of the Company. To safeguard the confidence of the Company's key stakeholders in the Company's integrity, it is paramount that you do not allow personal interests or the interests of family or friends to conflict with the interests of the Company. You must avoid participating in decisions and activities which may conflict, or be perceived to conflict, with your duties and responsibilities to the Company.

You must not enter into any arrangement or participate in any activity that would conflict with the Company's best interests or would be likely to negatively affect the Company's reputation.

You must not be involved in any other company or business or organisation as director, agent, employee or consultant, whether paid or unpaid, if there is a possibility that your personal interests could conflict, or be perceived to conflict, with those of the Company unless you obtain approval first from your manager or the chairperson of the Supervisory Board (if you are a member of the Management Board or of the Supervisory Board).

If you are involved in a conflict or possible conflict, or become aware of a conflict, you must tell your manager, or the chairperson of the Supervisory Board (if you are a member of the Management Board or of the Supervisory Board) as soon as possible.

#### **3.2. Opportunities, benefits and ownership of work**

You must not use Company or customer property (including intellectual property), or information, your position or opportunities which arise from these to improperly gain a benefit for yourself or for another party or to cause detriment to the Company or its customers.

You have an obligation to avoid all financial, business and other arrangements which may be opposed to the interests of the Company, or which may place you in a competitive position with the Company.

The product of any work performed while you are with the Company, or on behalf of the Company, or using Company property (including all intellectual property rights created in connection with that work) belongs to the Company.

### **3.3. Anti-bribery and gifts**

A number of countries, including Germany, the United States and Australia, have strict laws against bribery and corruption. We must comply with and uphold all laws against bribery, corruption and related conduct applying to the Company in all the jurisdictions where the Company operates.

Accordingly, the Company has a strict policy not to offer secret commissions or bribes to further its business interests. Depending on the circumstances, facilitation payments may breach anti-bribery laws.

You must not accept any money or opportunity or other benefit which could be interpreted as an inducement, secret commission or bribe. Care must be exercised in accepting hospitality, entertainment or gifts over and above that required for the normal conduct of business or which may compromise your impartiality.

All dealings with politicians and government officials which relate to the Company and its business activities must be conducted at arm's length and with the utmost professionalism, to avoid any perception of attempts to gain advantage or to improperly influence the outcome of an official decision.

You must not make any donation or other financial contribution to any political party or candidate for an election or sponsor any organisations (other than in a purely personal capacity).

### **3.4. Confidentiality**

In the course of the Company's business, you will have access to business or personal information about the affairs of the Company, its clients, customers, employees, suppliers and our business partners. It may include business strategies, marketing and sales

plans, competitive analysis, financial plans and forecasts, customer or employee information, supplier information and pricing. Each of the parties expects the confidential nature of the information they have given in good faith to be respected.

You must keep confidential information acquired while you are with the Company, or acting on behalf of the Company, confidential, even after you leave or cease your engagement with the Company.

You must not access or request or make improper use of or transfer or disclose confidential information to anyone else except as required by your position or as authorised or legally required. If it inadvertently comes into your possession it should be returned immediately.

If you are required by an authority to provide confidential information which has not been otherwise authorised, you must notify the CEO (or if you are the CEO, the chairperson of the Supervisory Board).

### **3.5. Privacy**

You must respect and safeguard the privacy of personal information held by the Company regarding its clients, customers, suppliers, employees and others. If you have access to this information, you must ensure that it is collected, kept, disclosed, handled and used in a manner that complies with the German Federal Data Protection Act (*Bundesdatenschutzgesetz, BDSG*) Australian Privacy Act 1998 (Cth), Australian Privacy Principles, any other privacy and data protection laws that may apply to the Company and its operations.

### **3.6. Fair dealing**

You must treat each other and all suppliers, competitors, clients, customers and other stakeholders fairly and with respect. You must act honestly and with high standards of personal integrity.

The Company is committed to ensuring a diverse work environment in which everyone is treated fairly and with respect and where everyone feels responsible for the reputation and performance of the Company.

Applicants for employment are evaluated by the Company on merit in accordance with their skills, qualifications and abilities, and having regard to the Company's operational needs.

The Company is committed to ensuring the highest quality of service is provided to its customers and clients at all times. The Company makes decisions regarding suppliers and contractors on merit and a commercial basis.

The Company collects information about its competitors and others in a lawful manner.

### **3.7. Discrimination, bullying, harassment and vilification**

Discrimination, bullying, harassment or vilification in the workplace will not be tolerated by the Company.

### **3.8. Health and safety**

The Company is committed to ensuring the health and safety of its employees, consultants, contractors and visitors to its workplace and any other persons who the Company works with, as required by law. You must comply with the laws and regulations that apply to the Company and its operations.

### **3.9. Protection and use of the Company's assets and property**

You must protect the Company's assets and property (including intellectual property) and ensure that the Company's assets and property are used only for the benefit of the Company's business. You must report any suspected or actual theft or fraud to your manager or any other contact nominated by the Company.

You must not use the Company's assets or property for personal purposes except in accordance with any Company policy or approved arrangement.

### **3.10. Compliance with laws and regulations**

The Company is committed to complying with the laws and regulations of the countries in which we operate which relate to the Company.

You must comply with all laws and regulations relating to the Company, including document retention requirements. You must also comply with the technical and ethical requirements of any relevant regulatory or professional body. You must not breach, or omit to do something in breach of, any law or regulation or requirement. Where local laws, regulations, or customs differ from this code, you must apply this code or local requirements, whichever sets the higher standard of behaviour. Ignorance of the law or having a good intention does not excuse your obligation to comply. You must participate in relevant compliance training programs offered by the Company.

### **3.11. Responsibility to shareholders and the financial community**

The Company is committed to providing value to its shareholders and recognising the legitimate interests of other stakeholders. The Company has policies regarding the timely provision of information to its shareholders and other stakeholders including

posting information to its website. It has processes to ensure that the accounts and financial information it provides represent a true and fair view of the financial performance and position of the Company.

You must fully cooperate with, and not make any false or misleading statement to, or conceal any relevant information from, the Company's auditors.

### **3.12. Insider trading**

Insider trading laws prohibit a person in possession of material non-public information relating to a company from dealing in that company's securities. Insider trading is a serious offence under the Australian Corporations Act.

The Company's Trading Policy is available on the Company's website. It provides guidance so that you do not deliberately or inadvertently breach the insider trading laws or the Company's policy.

## **4. Administration**

A copy or summary of this code will be available on the Company's website. It will be distributed to all members of the Management Board, all members of the Supervisory Board, other officers and employees of the Company, and other persons acting on behalf of the Company, as relevant.

Compliance with this code will be monitored and any known or suspected breaches of this code will be investigated. If a breach is found to have occurred, you may face legal or disciplinary action including termination of employment.

The Management Board will review this code from time to time.