



Code of Conduct ASI Reisen

General

ASI Reisen strives to create long-term added value for their guests, partners, and the local community while contributing to sustainable development. To achieve this, ASI Reisen takes a pro-active approach to good business ethics, social and environmental responsibility and commits to complying to existing laws, international and local conventions, and regulations. This Code of Conduct provides guidance for ethical behavior and ethical core values. ASI Reisen requires that this Code of Conduct shall be respected and followed by all business partners (Employees, guests, collaborations partners, suppliers, and subcontractors).

ASI Reisen expects all partners to comply with applicable international, national, and local laws and regulations, industry minimum standards and any other relevant statutory requirements whichever requirements are more significant. It's the partner's responsibility to ensure that they operate within and meet all international, national, and local legislative and regulatory requirements, applicable international conventions and standards that may from time to time apply to them.

1. Human Rights

Human Rights as defined by the United Nations and Labor Rights defined by the International Labor Organization are fundamental rights and values which shall be respected by all employees and partners. ASI Reisen respects, promotes, and supports the compliance of human rights in every stage of the value chain. Human Right violations are not tolerated.

1.1 Working Conditions

All employees shall be treated with dignity and respect. All subsequent rights are applicable to third party companies. No employee shall perform work which, by its nature or the circumstances in which it is carried out, is likely to compromise their health, safety, or morals.

- Correct visa and working documentation must be in place for any recruited employees.



- Written contracts must exist for both direct and contract workers, that clearly convey the conditions of employment in a language understood by the worker.

1.2 Wages and Working Hours

Wages paid by the partner must meet at least legal or industry minimum standards and shall always be sufficient to meet basic needs of personnel and to provide some discretionary income. No illegal or unauthorized deductions from wages are allowed.

- Working hours of the employees are to be kept in line with legal requirements and/or industry standards.
- Employees shall be granted their stipulated annual leave and sick leave without any form of repercussions. Female employees shall be granted their maternity leave and other rights in case of pregnancy.

1.3 Prohibition of Forced and Involuntary Work

Work shall be conducted on a voluntary basis. Employees shall be able to end the employment contract with the respected period of notice. Personal documents and possessions of employees may not be confiscated. Employees shall be free to leave the workplace at the end of a work shift. Remunerations and benefits are equal to or more than the minimum of national and local legal requirements or follow national industry level remuneration. If a third party assists in the recruiting or hiring process, they must be monitored.

1.4 Prohibition of Child Labor

Child labor is prohibited. The minimum age shall never be lower than the age for completing compulsory education and in no case be lower than 15 years.

1.5 Protection of Children From Sexual Abuse and Exploitation

All forms of violence, force, or abuse of children are unacceptable. To combat sexual exploitation in tourism, partners must take preventive measures and ensure procedures to prevent any form of abuse. Any suspicious behavior must be reported to the local authority by the partner.

1.6 Procedure of Non-Discrimination

ASI Reisen has a zero-tolerance policy for all forms of discrimination and harassment. This applies to discrimination based on gender, sex, age, tribe, social background, race, caste, skin color, disability, union membership, political affiliation, origin, religion, pregnancy, or sexual orientation, or any other personal characteristics.



- The partner shall extend employment opportunities to indigenous populations where possible
- The partner must not require workers to undergo pregnancy tests except where required by applicable laws or regulations or prudent for workplace safety.

1.7 Freedom of Association

Employees must be able to communicate openly with management about working conditions without fear of reprisals in any form. Employees shall have the right to join a union, appoint and be elected to a representative body.

1.8 Occupational Health & Safety

Occupational health, hygiene, and safety are guaranteed in the workplace at least within the framework of national regulations with continuous development to improve the working environment. The partner ensures that emergency plans are in place, that adequate controls are regularly undertaken and that employees have access to relevant training and equipment. ASI Reisen does not tolerate physical abuse or punishment, any kind of sexual, psychological, or verbal harassment or any form of intimidation. The partner has an effective complaint procedure in place through which employees may raise grievances and seek remedy.

- The partner shall provide access to clean and sanitary facilities, potable water, and if applicable, sanitary food preparation and storage facilities to its employees.
- The partner shall provide, facilitate, or authorize, allow, and not obstruct employee's access to necessary treatment without delay.

1.9 Access to Information

The partner ensures that their employees can easily access relevant information on their employee rights and all relevant information for their employment. Relevant information and training shall be provided in a language understood by the employee.

- Employees have access to frequent trainings on health and safety

2. Environmental and Social Responsibility

The partner is familiar with and supports the sustainability strategy of ASI Reisen in fostering the dialogue and taking measures to reduce negative impact on the environment. The partner actively communicates its actions with its employees and partners.



2.1 Environmental Responsibility

ASI Reisen expects all business partners to act according to the precautionary principle regarding environmental problems, to take initiatives to promote greater environmental responsibility and to promote the development of environmentally friendly technologies and ideology. The partner shall take active measures to minimize the negative impact on and take precautions to protect biodiversity.

- The partner actively encourages stakeholders to reduce single plastic along the value chain
- The partner monitors, controls, treats, and takes measures to reduce or eliminate solid waste, wastewater, environmental damaging chemical, and air emissions as required by applicable laws and regulations, including energy-related indirect air emissions. Stakeholders are informed about these actions and encouraged to follow the example.

2.2 Minimizing the Environmental Impact

Environmental pollution shall be avoided, and the environmental impact shall be kept at a minimum during all activities. ASI Reisen expects business partners to actively commit to energy, emissions and water saving measures.

- The partner actively pursues energy-saving measures and aims to purchase 100% renewable energy by 2025

2.3 Animal Rights

The partner does not offer activities that do not comply with animal welfare rights (wildlife watching such as camel, dolphin and whale watching as well as donkey and llama trekking follow strict regulations and ensure minimal impact on the animals). If any activities or services provided by the partner involve animals, the partner ensures that the five freedoms of animal welfare are respected:

- Freedom from hunger and thirst
- Freedom from discomfort
- Freedom from pain, injury, or disease
- Freedom to express normal behavior
- Freedom from fear and distress

2.4 Procurement Policy

The partner has a procurement policy, ensuring that products and services are produced locally and sustainably.



- The partner does not promote non-locally produced or illegal souvenirs

2.5 Engagement of Local Communities

The partner is committed to engaging the local community to help foster economic and social development. The local community as a primary stakeholder is involved and their needs and interests respected in decision making. Activities and services provided shall not jeopardize the provision of integrity of basic services such as food, water, energy, healthcare, or soil to the neighboring communities.

2.6 Compliance with Local Planning

The activities of the partner comply with legally based spatial planning, protected area and heritage regulations and destinations management strategies of local, regional, and national authorities.

3. Business-Ethics

3.1 Anti-Corruption

ASI Reisen expects the highest level of integrity in all business relations. Any form of corruption, bribery, extortion, and fraud are strictly prohibited. The partner shall give ASI Reisen full disclosure to any requested or relevant information regarding their business activities, structure, financial situation, and performance on ASI's behalf, which may affect the performance of their contract with ASI, in accordance with applicable laws, regulations, and industry practices.

3.2. Anti-Bribery

ASI Reisen's business is based on quality and competence and acts responsibly and ethically in its business relations. No employee may accept or offer gifts such as: money, loans, commissions, or similar benefits in the form of money to or from third parties, regardless of the value of the gift.

4. Information Security

ASI Reisen expects that the partner takes appropriate measures to guarantee confidentiality, to protect the privacy of customers, clients, and employees. Partners must secure customer, client, and employee information as well as know-how and technology information according to applicable international and local intellectual property and data protection rights.

5. Information / Communication

By signing this code of Conduct, the partner ensures that its content is communicated within the organization as well as to external partners and international institutions.



6. Implementation

ASI Reisen expects the partner to comply with the Code of Conduct. As a principle, ASI Reisen trusts its partners to respect the terms mentioned and to actively do their utmost to achieve these standards. The partner ensures that the principles are communicated and implemented within the organization.

The partner agrees that its premises and facilities may be inspected, and its compliance audited without notice any time by ASI Reisen and/or its representatives. The partner shall support such an audit as far as reasonably possible. If ASI Reisen identifies any breach of compliance, ASI Reisen reserves the right to terminate the partnership with immediate effect and to take any further legal action at its discretion.

Acknowledgement

By signing below, I hereby acknowledge that I have completely read, fully understood, and will comply with the code of conduct.

Place, Date

Place, Date

ASI Reisen