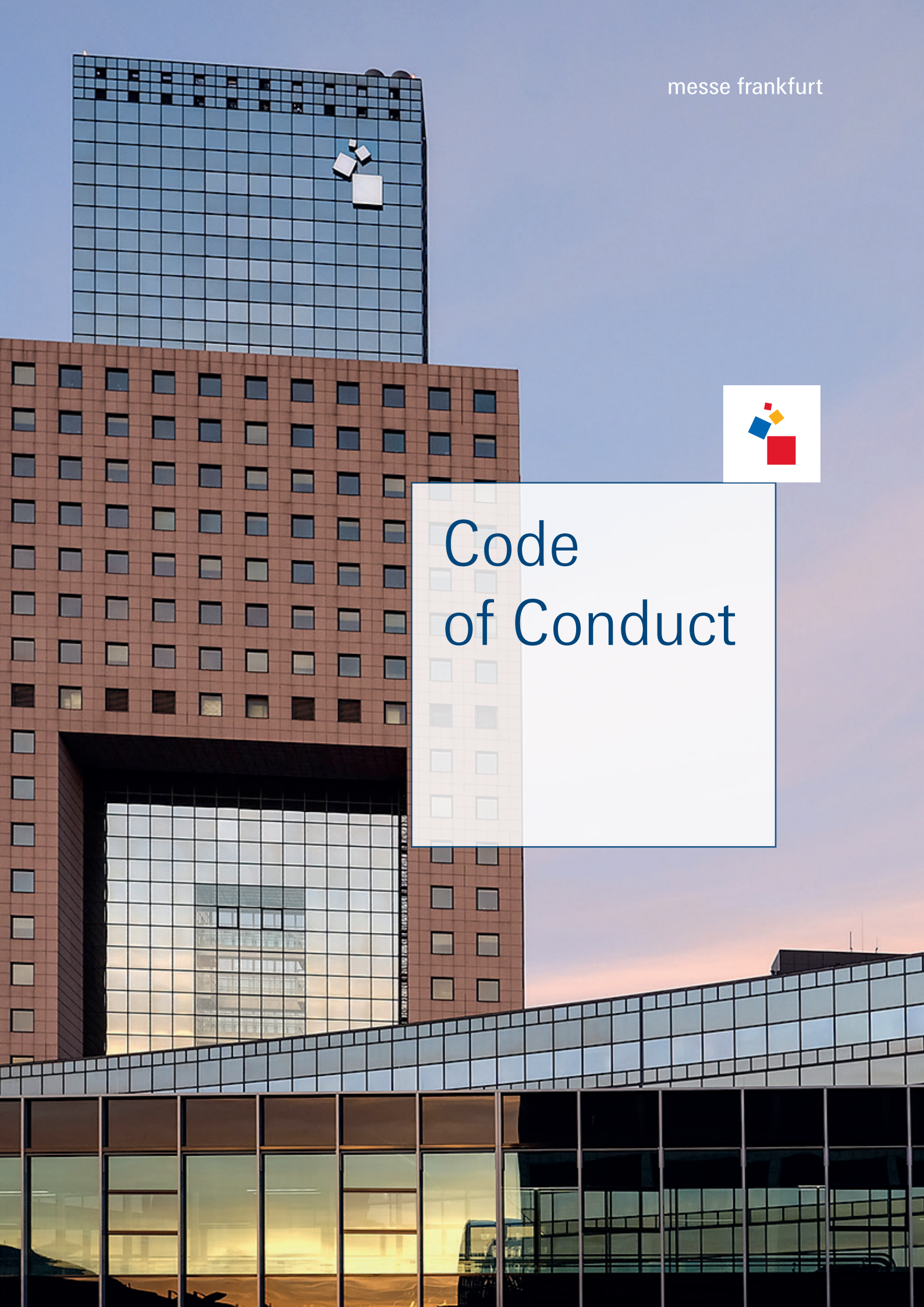

messe frankfurt

Code of Conduct

Messe Frankfurt Code of Conduct

Foreword

Messe Frankfurt[1] is one of the world's leading trade fair, congress and event organisers with their own exhibition grounds. We[2] are aware of our responsibility for people and their environment and also expect our business partners to comply with the same high ethical standards. The following Code of Conduct defines the company's own commitment to ethical behaviour and serves as a guide for its business practices. It condenses the most important rules of conduct and provides orientation in situations that are unclear.

Respect for human rights

We respect the dignity of human beings. Every person is entitled to the rights and freedoms set out in the UN Universal Declaration of Human Rights.
Democracy and the rule of law are the foundation for our business practices. This also means being tolerant towards people with different opinions.

Promoting equal opportunities

Messe Frankfurt creates places where people can meet. Different cultures and outlooks provide a diversity that we value greatly. We see diversity as a success factor that moves us forward.
In our Group, we are committed to a working environment free from prejudice and exclusion. We promote equal opportunities and treatment for all employees regarding of their skin colour, nationality, ethic group, political persuasion, social background, disability, sexual identity and orientation, religious persuasion, gender or age.
No discrimination of any kind will be tolerated.
In so far as possible, we help employees to improve their professional skills through suitable training and further education measures. We encourage our employees to find a healthy balance between working and family life and help them to contribute their skills to the success of our company.

Conduct towards one another

Mutual respect and appreciation throughout our company influence how we deal with each other but also with business partners. Discrimination and harassment are unacceptable. It is important for us to establish a work culture that promotes ethical conduct and fairness.
We create a work environment that is shaped by respect, politeness and mutual esteem. We find it important to be open and respectful towards one another. Team spirit drives us forward.
We do not tolerate any form of harassment or intimidation in the workplace. In particular, we do not tolerate any inappropriate treatment of employees such as psychological harassment, sexual harassment or discrimination. This also includes gestures, language and/or physical contact that is sexual, coercive, threatening or abusive.

Fair working conditions

We stand up for fair working conditions.
We are committed to ensuring that all internationally proclaimed human rights are adhered to. In particular, we do not employ any children or young people in violation of statutory provisions. Forced labour, human trafficking, slavery and child labour are unacceptable and are not tolerated by our business partners either. We promise fair pay. Wages and salaries are at least equivalent to the legal minimum standards in the country in question. This also applies with regard to working time regulations.

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1 The name 'Messe Frankfurt' always refers to the Messe Frankfurt Group (Messe Frankfurt GmbH with its subsidiaries and sub subsidiaries in Germany and internationally).

2 In this Code of Conduct, the pronoun 'we' refers to the companies listed in Footnote 1

Safety at work

We create safe working conditions for our employees in keeping with the applicable national regulations and international occupational health and safety standards. In particular, we ensure that employees receive training in fire protection and occupational health and safety within the scope of the applicable regulations so that work-related accidents and illnesses can be avoided.
Within the scope of our operational possibilities, we offer a variety of methods for promoting health. Employees themselves are required to adhere to safety in the workplace and to take care of their own health.

Sustainability

At Messe Frankfurt, our sustainable business practices call for responsibility on the part of all concerned. Here, the focus is on ecological, economic and social aspects. In our view, positioning ourselves as a sustainable company is one of our core management tasks. To this end, we set up our Sustainability Board, which includes senior Group management from different disciplines. The Board is commissioned by the Group's Executive Board to formulate objectives, to determine their commercial feasibility, to identify and prioritise measures, and to implement and drive forward these sustainable objectives with the relevant departments.
We continue to optimise our sustainable activities systematically within the Messe Frankfurt Group.

Environmental protection

Respecting and protecting our natural surroundings is of the utmost importance for us. We also aim to continually improve our environmental performance in all of our business activities. Central to this is the need to be as sustainable as possible when using our natural resources. This means above all using them sparingly and reusing or recycling them wherever possible.

Company property

We are careful and responsible when using the company's property and assets. Working materials and equipment, office furniture and IT equipment are used in a resource-friendly way and, wherever possible, reused or recycled. Consumables are used sparingly.

Data protection

Exchanging personal data is an integral part of our everyday business and the basis for successful collaborations. Accordingly, it is important for us that data belonging to our customers, employees and business partners be treated with confidentiality. We ensure that data protection laws and expectations regarding data security and transparency are adhered to. This also includes continually monitoring and optimising our processes, taking into account the latest information technology.
Our employees are assisted by experts to ensure that they adhere to data protection requirements when working with personal data.

Cyber security – cyber resilience

The company data that we process is the foundation for our work. Interaction and connections are the lifeblood of the event business; data is necessary for this, which is why it is so valuable.
To ensure that our IT systems are protected at all times, particularly with regard to our data, security precautions are always in line with the latest technological standards. All unauthorised access, theft, change or destruction of data must be avoided. Everyone who works at Messe Frankfurt is required to be alert so that we can prevent an abuse of our IT systems. This is particularly relevant when it comes to remote working.
We never disclose our access data (either orally or in writing) and we use secure methods to exchange information with external contractual partners. All emails from unknown senders or with attachments are examined carefully.

Confidentiality

We keep confidential all information that is not authorised for disclosure to third parties and protect it from unauthorised access. Confidential information includes in particular business and company secrets, know-how and other data that can be deemed confidential by the nature of the information. In case of doubt, any information that is sent is to be deemed confidential.
Insofar as necessary, this obligation to maintain secrecy also applies to our business partners through corresponding clauses in our contracts with them.

Social media

We use social media responsibly. We respect the private spheres of our customers, employees and business partners. Our posts – especially pictures – always respect the personality rights of the persons shown. We do not post or share offensive or insulting content.

Donations and sponsorship

As one of the leading trade fair, congress and event companies in the world, we take our corporate social responsibility very seriously. We support external institutions and events in the form of sponsorship, memberships and donations for a whole series of projects, especially in Frankfurt. In order to achieve greater transparency and accountability in our decision-making, we focus on key areas such as education, culture, sports and society.

Conflicts of interest

Our decision-making and decision-making processes are always in the interests of the company and not influenced by personal interests or benefits. Conflicts of interest that could influence business relationships are avoided or disclosed in order to avoid even the appearance of a conflict of interest. Employees who are affected by a conflict of interest report this to their direct managers or in the Compliance department to determine how to proceed.

Anti-corruption

We are opposed to all forms of corruption. Decision-making and decision-making processes are always in the interests of the company and not influenced by personal benefits. Our conduct towards our contractual partners is conscientious, fair and transparent.
We do not accept any gifts or other benefits that might influence our decisions. Our contractual partners are also contractually required to comply with this. No gifts or benefits are offered with a view to achieving a desired outcome. Similarly, we do not offer any gifts or benefits in order to influence the decisions of our business partners.

Combatting international terrorism/money laundering

As a global company, it is particularly important for us to focus on foreign trade provisions with which we are required to comply. We do not conduct business with organisations or persons who are associated with terrorism, drug trafficking or other criminal activities. We adhere to all national and international sanction lists.

Antitrust law

To ensure functioning competition, we adhere to valid laws, especially antitrust laws. We do not participate in agreements that obstruct fair competition. No agreements are made regarding prices, conditions or market behaviour/corporate strategies. We take steps to actively protect and promote competition; in particular, we do not engage in anticompetitive practices.

Assistance

We have implemented a complaint mechanism to allow possible breaches against the principles of this declaration to be reported. Here, as part of a protected procedure – particularly when they feel harassed or discriminated against at work – employees are able to report this in confidence to Messe Frankfurt's Compliance department or its ombudsman (responsible for employees in Germany).
If employees or business partners have any questions about data protection, they can send an email to privacy@messefrankfurt.com, an address that has been set up specifically for this purpose.

Wolfgang Marzin

Detlef Braun

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