



BESTSECRET

Employee Shopping Policy

July 2024



Document information	
Type	Policy
Responsible BU/ESU	People & Organization
Responsible Person	Oliver Heydel
Version	1.0
Status	approved

Scope	
Companies	Best Secret Group SE and all fully consolidated subsidiaries (jointly „ BestSecret Group “, each of the companies a “ Group Company ” and jointly the “ Group Companies ”)
BUs/ESUs/employees subject to this policy	all
Countries	all
Effective from	15 July 2024

Communication Version 1.0			
Activity	BU/ESU	Name	Date
Draft	Compliance	Anne Meckbach	17 May 2023
Professional Approval	People & Organization	Oliver Heydel	09 June 2024
Professional Approval	Tax & Accounting	Angelika Zuppa	24 May 2023
Conformity Check	Compliance	Anne Meckbach	09 June 2024
Approval	Management Board	-	1 July 2024
Publication	Compliance	Anne Meckbach	1 July 2024

Change History		
Date	Version	Reason for Change
17 May 2023	1.0	Formalization of existing rules in a policy



1 Employee discount

Employees of the companies of the BestSecret Group receive a 20% staff discount on purchases at BestSecret - both online and in the retail stores. This is a voluntary benefit and is subject to revocation at any time.

2 Eligible Groups of Persons

All employees of the companies of the BestSecret Group are entitled to receive the employee discount.

Furthermore, their respective spouses, life partners and life companions are entitled to purchase from BestSecret with a corresponding employee discount. For life companions, however, this only applies if they live in the same household as the respective employee.

In addition, the employee discount is also available to relatives in the straight line of the respective employee. (These are children, grandchildren, parents, grandparents - but not siblings, uncles, aunts, cousins).

3 No Resale

The special conditions of the employee discount are made available to the employees of the BestSecret Group for their private purposes. A resale of the articles acquired using the employee discount is therefore not permitted for (a) commercial purposes or (b) as new goods or with a label. This does not restrict the resale of items purchased using the staff discount as second-hand goods, as long as the item is not sold as new or with a label.

4 Taxation

The taxation will be taken over by the BestSecret Group, as far as the purchases are made in accordance with this policy.

5 No referral of (new) Employees as Customers

(New) employees may not be referred by other employees as customers, since for reasons of equal treatment no commission shall be paid on the basis of such referrals.

6 Sanctions of violations of this policy

Violations of this policy will be sanctioned to the extent legally permissible, taking into account the circumstances of the individual case.

7 Language versions

This policy is published in a German and an English version. The German version shall take precedence over the English version.

8 Review and Amendment

The policy is regularly reviewed to ensure that it is up to date and supplemented if necessary. Should the need for changes or additions be identified outside of the regular review, the policy will be amended or supplemented accordingly. Changes to this policy, other than mere changes in wording, require the same approval as was required for its introduction.