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Code of Conduct

Ver. 01.

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**TRANSPORTES EN
CISTERNAS
FERNÁNDEZ AEDO,
S.L.**

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CODE OF CONDUCT AT TRANSPORTES EN CISTERNAS FERNÁNDEZ Y AEDO, S.L.

At Cisternas Fernández Aedo, S.L., hereinafter referred to as TFA, we all have a shared duty to conduct ourselves with integrity, responsibility and honesty in our work. Our Code of Conduct serves as a guide to achieve this.

This Code establishes the guidelines for our conduct in order to ensure correct behaviour in our performance and in our daily activities. It is applicable to all company personnel irrespective of their job or position.

Likewise, we also require our collaborators, professionals and temporary or subcontracted personnel, who are working within the TFA work environment, to apply the principles of this Code of Conduct.

PEOPLE

We guarantee the fundamental rights of the people working at TFA.

- We respect freedom of association and the right to collective bargaining.
- We reject any form of forced or compulsory labour, as well as the recruitment of minors.
- We favour an inclusive workplace that is free from discrimination, one in which each and every person feels respected and valued irrespective of their gender, age, race, religious belief, political ideology, sexual orientation, state of health, disability, civil status and any other characteristic protected by the legislation in force.
- We respect the reconciliation of work and family life.
- Our treatment of all employees and candidates is based on the principles of objectivity, impartiality, fairness, equality, non-discrimination and respect for personal dignity, in accordance with their professional competencies and responsibility.
- We encourage respectful treatment among those working at TFA and we do not tolerate violent behaviour, physical, psychological or moral harassment, neither do we tolerate any abuse of authority or any intimidating or offensive conduct.
- We determine the amount corresponding to employee remuneration fairly and justly, taking into account the work position and the level of each employee, their responsibilities and training.

We favour the personal and professional development of our people

- We acknowledge and reward performance and talent of our employees, based on objective and professional criteria.
- We promote the professional development of our employees through training plans to help them improve their professional competencies and knowledge.
- We promote gender equality in the career-progression of our employees.
- We promote employee involvement in the continuous improvement of the company through proposals, suggestions and contributions.

We consider Occupational Health and Safety to be a priority

- We provide our employees with safe and healthy working conditions, complying with the applicable legislation and with any other applicable requirements in this area.
- Based on a preventive approach, we undertake to identify hazards, assess risks, prevent the damage and deterioration of health, and improve management and performance with regard to occupational health and safety.
- We aim to improve the ergonomics of the work stations, processes and activities in order to provide our employees with increasingly safer and healthier conditions.
- We examine any accidents or incidents that may arise, aiming to determine the root causes for the purpose of taking the corrective measures necessary to eliminate them.
- We equip our employees with the items of personal protective equipment necessary for the correct performance of their job, guaranteeing their safety and preventing the deterioration of their health.
- We use equipment, installations and resources that are compliant with the applicable occupational health and safety requirements.



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- We only use vehicles that are compliant with all applicable legal and regulatory requirements, and that are equipped with all the appropriate safety devices and protections, ensuring that these are operating correctly. Employees are given specific training in the operation of these vehicles and wear the necessary personal protective equipment.
- We establish and implement schemes for the protection of persons and properties against theft or attacks and schemes for Safe Conduct while transporting goods and during the loading and unloading operations (CSS).
- We carry out the maintenance, repair and inspection activities that are necessary to maintain these vehicles, items of equipment, installations and machinery in good condition.
- Our facilities comply with the fire protection legislation and we carry out activities to prevent, control and act in emergency situations in order to mitigate any possible impact on human health.
- We do not permit practices that put the safety of our personnel at risk.
- We do not permit the consumption of substances such as alcohol, tobacco and drugs either at our facilities or in our vehicles.
- We get our personnel involved in order to ensure that they play an active part in these commitments and are aware of their health and safety obligations at work.
- We guarantee compliance with the responsibilities and duties set out in the Behaviour Based Safety guide of the CEFIC (the European Chemical Industry Council).

We guarantee the privacy and confidentiality of the personal data of the TFA personnel

- We respect the privacy of our employees and guarantee compliance with the personal data protection legislation and respect for the employees' right to privacy.
- We only compile and process the personal data necessary for the performance of our business activity and always observing the applicable legislation in force.
- We do not interfere in the private conduct of the employees at TFA, unless this prevents them from doing their job or has a negative impact on the company's reputation.

We promote the responsible use of the company's resources

- We promote the responsible and appropriate use of the company's material, economic, technological and intellectual resources and limited to the area of work.
- We prohibit the use of our information and communication systems that are available to employees, to generate or transmit any offensive, obscene or inappropriate information.

We are transparent with our personnel

- We offer those employed at TFA the necessary information for the performance of their work and so that they know and understand the company's strategy.
- We guarantee transparency in our communication with our employees, while respecting the limits of business confidentiality.
- We encourage dialogue with our employees, in order to take account of their needs and opinions, making the appropriate communication channels available for this purpose.

OUR BUSINESS

We guarantee the quality and safety of all our services

- We are committed to developing and integrating a culture of quality and safety in our services.
- We sell and provide quality services that guarantee the health and safety of our customers, users and employees.
- We are working on an ongoing basis to perfect our procedures and to improve our services.



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We guarantee the accuracy and integrity of our company records

- We are committed to the accuracy and veracity of all the company's business, operating and financial records.
- We will immediately notify our customers, suppliers and authorities of any error that may arise in our transactions and records.
- We are committed to the prevention and detection of fraud.
- No transactions will be made that are directed at tax evasion or the falsification of accounting or financial information.
- In particular, all financial transactions must be clearly and accurately reflected in the appropriate records in accordance with the applicable legislation, as well as any expenditure and revenue transactions incurred.
- We conduct our business activities in compliance with the legislation in force and we promote a relationship of transparency and cooperation with all those public management and control bodies in all competent administrations.

We comply with export regulations and import obligations

- We comply with international trade laws and we have the appropriate authorisation for the import and export of goods, services, technology and information.
- We abide by applicable national and international sanctions.

We respect the laws of competition

- We strictly comply with the legislation governing competition (applicable competition laws or antitrust laws) in all the areas in which we operate.
- We engage in free and fair competition and we make sure to avoid agreements that manipulate markets, fix prices or other conditions, conduct unfair competition, allocate customers or territories, harm certain suppliers or even limit production.
- We take part in tendering procedures in a fair and independent manner.

We comply with all anti-bribery, anti-corruption, money laundering prevention and tax evasion measures.

- We do not tolerate bribery or corruption in any form, neither do we tolerate irregular payments or collections arising from illegal or criminal activities (money laundering).
- We are committed to the applicable anti-corruption laws and regulations.
- We do not offer or accept any gifts or special attention of value, that could influence business decisions or could be considered as such.
- We do not make "facilitating payments" to speed up services or paperwork, neither do we allow third parties to do so on our behalf.
- We undertake to comply with all the applicable laws with regard to the fight against money laundering and the financing of terrorism, and we only accept funds received from legitimate sources.
- We do not facilitate or contribute to the tax evasion of our suppliers, customers and third parties.

We guarantee ethical conduct in our relations with members, customers, administrations, partners, suppliers and collaborators

- We guarantee fair, ethical and responsible conduct in our relations with the proprietor, customers, partners, suppliers and collaborators.
- We select our partners and suppliers with objective business criteria (competitive prices, quality, lead times, etc.) based on the benefit to the company.
- We encourage our partners and suppliers to adopt and apply TFA's policies and principles in terms of legislation, respect for human rights, occupational health, environmental protection, the sustainability and safety of products and services.



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- While avoiding any conflicts of interest, should a case arise, then we will ensure that it is handled correctly.

We protect the disclosure of information and intellectual property

- We consider information to be an extremely valuable asset, specifically protecting TFA's own confidential information and that entrusted by customers, partners and suppliers.
- We undertake to correctly use and handle the information that we have access to as a result of our business activity, following the applicable rules and regulations in this regard, both with regard to the company's own information and to that of third parties.
- We promote the signing of confidentiality agreements and we establish the appropriate confidentiality clauses in our business with third parties, to whom TFA is to disclose information or from whom TFA is to receive information.
- We acknowledge and respect efforts in R&D&I, the intellectual property value of patents, designs, trademarks and trade secrets, where applicable.

OUR ENVIRONMENT

We are environmentally responsible

- We undertake to care for the environment, by maximising the efficiency of our services and reducing our environmental impact (reducing waste, emissions, energy consumption and the use of controlled materials).
- We use water responsibly, endeavouring to optimise its consumption, in the knowledge that it is an essential natural resource that we need to take care of.
- We undertake to protect the quality of the air and water, endeavouring to minimise any emissions and waste that our processes and activities may generate, by reducing the consumption of the substances involved.
- We undertake to correctly manage any chemicals that we may use, ensuring their correct treatment.
- We comply with the applicable regulations on environmental responsibility and protection.

We are committed to our community

- We seek to contribute to the economic growth and social welfare of the community in which we operate.
- We respect the specific regulations and legislation of each country and region in which we operate, as well as its local customs and culture.

We protect our corporate identity and reputation

- We protect our corporate identity and reputation and actively defend the company's interests at a global level.
- We help to ensure that the media understand our business and that any information disseminated by us is not misinterpreted or manipulated.
- We control our presence in the digital environment in order to strengthen our image and reputation and ensure that it is not distorted.