



Grupo
fedola

CODE OF CONDUCT DECALOGUE

GRUPO FEDOLA

GF-JURIDICO

This **Code of Conduct Decalogue** establishes the standards of conduct that must be observed by the employees of **GRUPO FEDOLA** (hereinafter, the “**Group**”) in the performance of their professional responsibilities.

The Decalogue applies to all the companies that form part of the Group and is binding on all staff, regardless of the position held or function performed.

The Decalogue is based on the following principles:

1. - All people deserve to be respected and treated kindly. Harassment, abuse, intimidation, lack of respect and consideration, or any type of physical or verbal aggression are unacceptable and will not be permitted or tolerated. Any provision, conduct, act, criterion, or practice that violates the right to equal treatment and non-discrimination is prohibited, as is the expression of contempt or rejection on grounds of birth, racial or ethnic origin, sex, age, language, gender, sexual orientation or identity, gender expression, sexual characteristics, ideology, belief or opinion, religion, nationality, marital status, illness or health condition, socio-economic situation, serological status and/or genetic predisposition to suffer pathologies and disorders, disability, or any other personal or social circumstance, by any person in any of the Group’s organisational units.
2. - For good customer service and a happy working environment, seek to provide a familiar, close, and professional approach with all clients and colleagues.
3. - The company’s facilities, machinery, tools, equipment, and other assets and property are at the service of your talent and skill. Make proper and diligent use of them, avoiding damage, loss, or improper or unauthorised use. Do not remove from the premises any objects belonging to the company, clients, or colleagues.
4. - Your image conveys part of what the company is. Take care of your personal hygiene and appearance. Pay attention to this aspect so that your professional image is appropriate and aligned with our business.
5. - Your talent multiplies when you place it at the service of the team. If you work efficiently and make the most of your time and resources, you will provide maximum value to the company. Avoid using your mobile phone for personal purposes during service, except for justified reasons.
6. - You handle private information belonging to companies and individuals, so you must use it responsibly and maintain confidentiality regarding it. Remember the confidentiality commitment and security measures you signed together with your employment contract.
7. - Punctuality is a way of showing consideration for others. Arrive at your post with sufficient time, and if you are unable to attend, notify your manager by telephone.

8. - In order to preserve the environment, try to minimise consumption and waste, as well as rationalise the use of energy.
9. - Suppliers and collaborators are important. Act with respect, impartiality, and objectivity in their selection.
- 10.- Your talent and the updating of your knowledge are important values. Make the most of the training plans we make available to you.

FOR MORE INFORMATION, PLEASE READ OUR CODE OF ETHICS BY VISITING THE GRUPO FEDOLA WEBSITE: www.grupofedola.com