

	INDUSTRIA CHIQUIBUL, S.A		Version No.
	<b>CODE OF ETHICS</b>		<b>001</b>
			<b>RH-K-01</b>
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## Introduction

This Code of Ethics determines the policies, guidelines and principles that should guide our conduct and the criteria by which all collaborators of the organization will be governed when taking actions in the context of business. This code is founded on mutual respect between people, responsibility to work ethically, integrity, solidarity and collaboration with co-workers and society, and respect for legality, in order to create an ethical and appropriate culture.

### 1. Objectives


- Provide the company with a set of clear rules that allow it to act internally in accordance with criteria of trust and social responsibility, creating an environment of shared values.
- Determine and promote principles, values, responsibilities and ethical commitments in relation to behaviors and practices of authorities, other employees of the institution and other collaborators.

### 2. Scope

This code encompasses all the principles that govern the ethical conduct of all company employees, from issues of personal ethical behavior and with other employees to legal issues including transparency, corruption, etc. and finally compliance with this code.

### 3. Vocabulary

- **Ethics:** set of customs and norms that direct or value human behavior in a community.
- **Values:** quality or set of qualities for which a person or thing is appreciated or well considered.
- **Principles:** a base of ideals, foundations, rules and / or policies from which ideologies, theories, doctrines, religions and sciences are born.
- **Transparency:** action of being clear and evident, which allows to understand without doubt and without ambiguity, shows the truth of the facts.
- **Corruption:** abuse of power for personal gain.

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## 4. Main Content

### 4.1. Values

- Equity
- Honesty
- Justice
- Responsibility
- Service
- Solidarity

### 4.2. Principles

- Collaboration
- Trust
- Integrity
- Loyalty
- Respect
- Security
- Transparency
- Honesty
- Legality


### 4.3. Ethical Integrity

The professional performance of the corporation and its employees will be based on the principles listed above.

Employees who have doubts about the use of the Code, or suspect a breach of the rules, or conduct contrary to any of the principles and rules established in this Code, must report it to the Ethics Committee.

### 4.4. Respectful Relationship

Industria Chiquibul rejects any manifestation of discrimination, harassment (work related or sexual), as well as any violent or offensive behavior towards the rights and dignity of people. This includes the rejection of mistreatment, intimidation, threats,

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and abuse of power by superiors towards subordinates such as requesting services outside the worker's job competencies.

#### **4.5. Equity and Respect for Equal Opportunities**

Industria Chiquibul promotes an environment of equal opportunities among its employees or possible employees in the process of their professional career based on the principle of merit, regardless of their age, sex, marital status, race, nationality, sexual orientation, ideology politics, and beliefs or other qualities that may be a point of discrimination.

#### **4.6. Respect for Legality**

The function of the company will be carried out in a lawful manner and in compliance with the applicable legislation.

#### **4.7. Conflict of Interest**

Industria Chiquibul must act with integrity and loyalty with the firm intention of looking after the interests of the company and its stakeholders.

Employees must refrain from participating in any professional or personal activity, or act in a way that could give rise to a conflict of interest.


If any worker experiences a conflict of interest, they are obliged to report it to their superior so that the necessary measures can be taken to prevent their impartiality from being compromised.

#### **4.8. Confidentiality of Information**

Industria Chiquibul will respect the confidentiality and privacy of the information or data of all its collaborators, including clients, suppliers, and workers, and will not disclose it unless permission is obtained or it is necessary for business reasons or legal requirements.

#### **4.9. Transparency**

All workers must be responsibly ensure that the information delivered and handled is authentic, truthful, reliable, and clear.

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Likewise, Industria Chiquibul must establish processes and procedures in a clear and concise manner, avoiding ambiguity in its operations that give rise to non-transparent behavior.

#### **4.10. Corruption**

Any act of corruption is prohibited and is not tolerable in the company. Every collaborator must refuse a request for bribery or extortion made by any person (customer or supplier, etc.). If this happens, it is mandatory to immediately inform administrative management or the person responsible for compliance with the rules of conduct within the company (human resources).

#### **4.11. Preservation and Responsible Use of Company Property**

Industria Chiquibul will endeavor to use the resources at its disposal in a responsible manner to avoid damage to them and thus allow them to be kept for a longer time in order not to squander the resources of the company.

Likewise, all employees are responsible for safeguarding all the assets of Industria Chiquibul that have been entrusted to them and protecting them from any deterioration, loss, theft, illegal use, unethical or personal use outside the workplace.

#### **4.12. Prevention of Occupational Risks, Safety and Health at Work**


Industria Chiquibul will provide its employees with a safe and stable work environment, and will also maintain occupational risk prevention measures and will respect the applicable regulations on this matter.

All employees are responsible for complying with health and safety regulations in order to protect themselves and other employees or third parties. This includes the proper and responsible use of the assigned work equipment.

Workers must report to their bosses any detected occupational hazard or accident occurred.

#### **4.13. Drug and Alcohol Consumption**

The company prohibits the consumption or distribution of alcohol and drugs or illicit substances, as well as being under the influence of these in the facilities of Industria Chiquibul. Likewise, smoking is prohibited in all restricted areas.

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#### **4.14. Quality**

Industria Chiquibul, S.A establishes the achievement of high quality in its products and services as a standard of its business standard, providing its employees with the necessary means for the development of quality management systems.

Industria Chiquibul's quality policy is to offer exemplary products and services to our clients through the training of our staff, the application of GMP, GAP, good environmental practices, risk prevention and compliance with the regulations and laws applicable to the agro-industry. We work to offer timely attention to the requirements of our customers, collaborators and shareholders, and we are committed to continuous improvement and process efficiency.

### **5. Compliance with the Code of Ethics**

The Ethics Committee will be in charge of guaranteeing the application of the Code of Ethics, as well as the monitoring and verification of its compliance.

This will be made up of Representatives from the following departments: Legal, Human Resources, Social Responsibility, and the mediator between the company and workers.

Likewise, the Ethics Committee will receive, understand, investigate, analyze and resolve the queries and complaints received, intervening with total independence and full respect for the people involved; likewise, the confidentiality of any case will be maintained.

The company assures that there will be no grievance for having reported a breach of the Code of Ethics, or for having contributed to any investigation process.

### **6. Breach of the Code**

Failure to comply with this Code may indicate professional misconduct and be subject to the appropriate sanctions, regardless of other responsibilities that the worker may have been involved in.