

BELAVISTA



*Code of*  

---

*Conduct*  

---

## **1 | LEGAL COMPLIANCE**

The Company will act ethically and legally, complying with all applicable local and national laws, in particular national labor and social security laws.

It will not engage in, tolerate or allow bribes or other forms of corruption to gain an advantage of any kind.

## **2 | NO TO CHILD LABOR**

Child labor is not tolerable.

Under no circumstances will children or minors be employed, so the Company will not admit people under the age allowed by current legislation to work. In this regard, the Company undertakes to:

- a)** Comply with all legislation applicable to the work of minors;
- b)** Keep records that prove the date of birth of each of its employees;
- c)** Establish and implement procedures for repairing children who are found to be working in situations that fall within the definition of child labor, ensuring special protection for workers who have not yet reached adulthood.

## **3 | NO TO FORCED AND PRECARIOUS WORK**

Forced and precarious work will not be tolerated in any form.

- a)** The Company will not allow acts that fall within the definition of forced labor (any work or service that is extracted from any person under the threat of any penalty for which that person has not volunteered, or whose work or service is thanked as a means of payment of previous debt).
  - b)** The Company will always hire employees based on duly documented employment contracts and in accordance with the labor legislation in force.
  - c)** Collaborators will only be asked for the personal data and documents necessary for hiring. These documents will not be retained and will not be required to pay any deposit.
  - d)** No employee will be hired or forced to work against their will. No forms of slavery or imprisonment of people will be used.
  - e)** Employees will always have the right to terminate the employment contract, and must notify the Company in advance.
- Commits to complying with labor legislation in all aspects related to hiring. It does not affect the rights recognized to employees in this legislation and in those relating to social security, namely through schemes in which there is no real intention to promote regular employment.

## **4 | EQUALITY AND NO DISCRIMINATION**

The Company shall not engage in, nor support, any type of discrimination based on race, color, sex, social, ethnic or social origin, religion, political opinions, sexual orientation, marital status, degree of disability, pregnancy or any other characteristic personal. It will apply this principle for the purpose of recruitment, remuneration, access to training, promotion and retirement of employees. Any of these processes will be performed based on an individual's ability to do the job and not based on personal characteristics or beliefs.

The principle of equal treatment will be applied in a generalized and constant way.

## **5 | NO TO HARASSMENT, INHUMAN TREATMENT AND DISCIPLINARY PRACTICES**

The personal dignity, privacy and personality rights of all employees and other people who come into contact with the Company will be respected.

All and any form of harassment – physical, psychological, sexual and verbal – is prohibited. In any situation, physical aggression will be allowed, as well as any other form of intimidation or exploitation.

The Company will not engage in or support corporal punishment, mental or physical coercion or verbal abuse.

## **6 | FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING**

The Company recognizes the right of employees to found or be part of organizations of their choice and, as a group, to carry out free negotiations about working conditions and salaries.

It will not apply any type of discrimination, harassment, intimidation or retaliation against employees who exercise their right to freedom of association and collective bargaining.

It will permanently make available to its employees a system for collecting and handling suggestions and complaints so that they can actively participate in decisions that affect their working conditions.

## **7 | PERSONAL DATA PROTECTION**

For the purpose of administrative management of human resources, which includes the control of attendance, it ensures compliance with legislation on the protection of personal data of its employees.

It also ensures that it will only make these data available to entities to which they must be provided by virtue of a legal provision or at the request of the respective holder.

## **8 | DURATION OF WORKING DAY AND RIGHT TO VACATION**

Compliance with national legislation regarding the maximum working time will be ensured, considering the normal working period of 8 hours/day and 40 hours/week currently in force. 48 hours/week will not be exceeded and the maximum working period of 60 hours/week will be respected (including voluntary overtime).

Employees will also be entitled to a day off (24 hours) after six consecutive working days and a minimum period of vacation as established by current legislation.

## **9 | FAIR REMUNERATION**

All employees will be compensated for their services in cash or in kind, according to their preference. The Company will ensure that this compensation will correspond, at least, to the national minimum wage. Salary payment will be made at least once a month.

It will comply with all legal requirements relating to salaries and will guarantee any supplementary benefit required by law or by contract, including compensation for overtime.

Before starting their duties, all employees will receive and sign a written employment contract, which contains all salary conditions. Information regarding monthly payslips will also be given to you in writing.

No pecuniary fines, monetary sanctions or deductions from wages will be applied as a form of punishment or disciplinary sanction.

## **10 | WORKING ENVIRONMENT, SAFETY AND HEALTH**

The Company is responsible for the safety and health at work of its employees.

Ensuring compliance with legal obligations, it provides its employees with a safe and hygienic working environment, implementing the most effective measures that allow it to avoid work accidents and occupational diseases. It undertakes to take appropriate measures to prevent accidents and damage to the health of employees, minimizing, as far as reasonably practicable, the causes of dangers inherent in the work environment and in the activity itself.

It undertakes to provide regular training in Health, Hygiene and Safety to all employees and to focus on areas related to fire, emergency and evacuation, prevention of occupational hazards, work equipment and chemical substances.

## **11 | ENVIRONMENTAL PROTECTION**

The Company takes all the necessary measures to avoid environmental degradation and to comply with its legal obligations in terms of the environment.

It works to develop and use technologies and products with better environmental performance, applying measures aimed at the efficient use of natural resources and adopting a green chemistry approach in the application of chemicals. It ensures responsible waste management and takes a preventive approach to future environmental challenges.

It promotes the same practices with all its suppliers.

## **12 | CONFIDENTIALITY AND NO COUNTERFEITING**

Internally, it makes every effort to preserve the integrity and confidentiality of the information received as a result of commercial relations with its Customers. This obligation remains after the eventual termination of the commercial relationship with the Client.

Ensures the integrity of manufactured products, preventing counterfeiting of items that are owned by its Customers. To this end, it undertakes to maintain strict control over the quantity of parts produced and to work in close and constant partnership with Customers and with the competent government entities in this matter.

## **13 | TRACEABILITY AND INTERNAL CONTROL**

Internally, it makes every effort to preserve the integrity and confidentiality of the information received as a result of commercial relations with its Customers. This obligation remains after the eventual termination of the commercial relationship with the Client.

Ensures the integrity of manufactured products, preventing counterfeiting of items that are owned by its Customers. To this end, it undertakes to maintain strict control over the quantity of parts produced and to work in close and constant partnership with Customers and with the competent government entities in this matter.

## **14 | BUSINESS ETHICS**

The Company promotes and demands that business is transparent, based on integrity and honesty and will reject situations of bribery or other situations of corruption. It promotes free and fair competition, treating business partners and competitors with respect.

It adopts business practices governed by integrity, honesty, fair dealing and full compliance with all legal requirements.

## **15 | CONTROL OF PRACTICES AND PRINCIPLES**

Under the responsibility of a specific team, it ensures compliance with the aforementioned guidelines, which will trigger a process with a view to implementing corrective actions whenever an anomaly/non-compliance is detected.

It extends this control to all suppliers and subcontractors, reserving the right to suspend the business relationship and partnership with them if it finds that the guidelines contained in this Code of Ethics and Conduct are not being complied with.



Ethical  
Trading  
Initiative