

#### **HEADQUARTERS**

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# Code of conduct - ISC, S.L.

1. Basic Understanding of Corporate Social Responsibility Management

The code of conduct is based on a common basic understanding of the responsible management of the company. This means that the company ISC assumes its responsibility, by taking into account the economic, technological, social and ecological consequences of its business decisions and actions and make a balanced reconciliation of interests. Within the scope of its opportunities and its ability to act, ISC voluntarily contribute to the well-being and sustainable development of global society in areas where it is active. By doing so, ISC is oriented toward the universally accepted values and principles, including integrity, honesty and respect for human dignity.

2. Area of Validity

This CoC applies to all ISC locations. ISC obligates itself to promote compliance with the contents of this CoC in front of its suppliers and in the worldwide value creation chain in the scope of its respective opportunities and ability to act.

3. Highlights of the socially responsible management of the company

ISC will work actively so that the following values and principles are observed and complied properly.

3.1 Compliance with Laws

ISC will respect the laws and other legal regulations of the countries where it has activity. In countries where there are weak legal and institutional frameworks, ISC will carefully investigate what are the good business practices from its own country (headquarters) should be applied and be supported for responsible corporate management.

- 3.2 Integrity and Organizational Governance
- 3.2.1 ISC focuses its activities around values and universally accepted ethical principles and values such as integrity, honesty, respect for human dignity, openness, frankness, and non-discrimination on religion, global vision, gender and ethics.
- 3.2.2 ISC rejects corruption and bribery under the UN Convention. ISC will promote transparency, acting with integrity and with responsible accountability and controls within the company.
- 1 United Nations Convention against Corruption in 2003, in force since 2005.
- 2 Universal Declaration of Human Rights, United Nations Resolution 217 A (III) since 1948
- 3.2.3 Business Practices: ISC follows clean and recognized business practices and would proceed to fair competition. Regarding competition, ISC will follow a professional conduct and quality work. ISC will maintain a collaborative and trust-based working relationship with supervisory authorities.

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## 3.3 Consumer Interests

To the extent that the interests of consumers are affected, ISC will comply with regulations to protect consumers and sales, marketing and fair information practices. Groups especially worthy of protection (eg protection of youth) deserve special attention.

## 3.4 Communication

ISC shall openly communicate and hold a dialog about the requirements of this CoC and about its implementation with employees, customers, suppliers, and other interest groups and stakeholder groups. All documents and certifications will be prepared as required, properly stored, and will not be altered or destroyed in a dishonest manner. Operational secrets and partners' confidential information will be treated sensitively and confidentially.

### 3.5 Human Rights

ISC shall advocate for the promotion of human rights. It shall observe human rights in accordance with the UN Charter on Human Rights, in particular those listed below:

3.5.1 Private Sphere

Protection of the private sphere.

3.5.2 Health and Safety

Maintain protection of health and working safety, in particular the assurance of a safe and healthy working environment in order to prevent accidents and injuries.

3.5.3 Harassment

Protection of employees against corporal punishment and physical, sexual, psychological, or verbal harassment or abuse.

3.5.4 Freedom of Opinion

Protection and granting of the right to freedom of opinion and freedom of speech.

# 3.6 Working Conditions

ISC will comply with the following core working standards of the IL03 (ILO = International Labour Organization):

- ILO Convention No. 138 of 1973 and No. 182 of 1999
- ILO Convention No. 29 of 1930 and No. 105 of 1957
- ILO Convention No. 100 of 1951
- ILO Convention No. 87 of 1948 and No. 98 of 1949
- ILO Convention No. 111 of 1958

### 3.6.1 Child Labor

The prohibition of child labour, i.e. the hiring of persons younger than 15 years of age unless the local regulations stipulate a higher age limit, to the extent that there are no exceptions.

3.6.2 Forced Labor

The prohibition of forced labor of any kind.

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## 3.6.3 Remuneration

Respect for labor standards with respect to remuneration, in particular on the amount of remuneration in accordance with the laws and legal provisions.

## 3.6.4 Worker's Rights

Respect for workers' rights regarding freedom of association, freedom of assembly and freedom of negotiation in the extent legally allowed and possible in the respective country.

3.6.5 Prohibition of Discrimination

Non-discriminatory treatment for all employees.

## 3.7 Working Hours

ISC will comply with working standards regarding the maximum permitted working hours.

#### 3.8 Environmental Protection

ISC will fulfill with the provisions and standards for the protection of the environment that concern its respective operations and will act in an environmentally friendly way at all its locations. In addition, ISC shall use natural resources responsibly according to the principles of the Rio Declaration 9.

### 3.9 Civic Engagement

ISC will contribute to the development of society and the growth of the country and the region in which it is active and where it operates. ISC shall promote the relevant volunteer activities of its employees.

# 4. Implementation and Enforcement

ISC will take all available and reasonable efforts to continuously implement and apply the principles and values described in this CoC. The contractual partners should report the main measures taken in this regard and in the field of reciprocity so that we can track that the compliance is guaranteed. There is no intention to deliver operational and business secrets, or related to competition or any aspect which needs to be protected.

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