



Code of ethical conduct



ENSURE THE SAFETY OF PERSONS



Ensure the safety of all our employees

- Guarantee a secure working environment and good working conditions for all employees
- Follow the company's rules and procedures - they are mandatory for the safety of all (keep our working places clean, free from alcohol and drugs, wear the required personal protective equipment at all times)

Treat others with respect and dignity

- Understand and consider the importance of diversity and inclusion, equity and social dialogue
- Promote a working environment that excludes shocking, hostile, insulting or intimidating behaviors
- Report any inappropriate behavior to the harassment and sexist behavior referent

Guarantee data security and the protection of personal data

- Preserve and protect all personal data that we own
- Do not use confidential information outside our responsibilities or for a personal benefit, in compliance with the IT Charter

ENSURE THE PROTECTION OF NATURE

Protect the environment

- Reduce our emissions, preserve the energy and other resources, re-use and recycle the derived products
- Report our GHG emissions through our commitment to the Carbon Disclosure Project (CDP)
- Reduce our greenhouse gas emissions through reduction targets in line with our commitments, according to the criteria of the Science-Based Target initiative (SBTi).



ENSURE THE PROTECTION OF ASSETS



Protect and use conveniently the company's goods

- Use the company's goods efficiently and only for the purpose of legitimate activities
- Respect industrial and intellectual property rights





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MANAGE BUSINESS WITH INTEGRITY



Prevent all form of active or passive corruption

- Abstain from any behavior that may damage the company's reputation
- Refuse or refrain from offering favors with an aim of influencing the attribution of a business



Manage our activities in a lawfully and equitable manner

- Respect national and international laws and regulations
- Provide only honest and transparent information about our products and services
- Forbid child labor and all forced labor



Fight actively against fraud and money laundering

- Maintain a frame of processes and procedures that controls the efficiency of our accounting and financial reporting activities
- Perform our responsibilities by complying to internal and external controls of the company



Enable the Company to reacy quicklky when faced with illegal practices

- Report any situation that contravenes with the Ethical Code of Conduct to the designated Etical referent
- Ensure the protection and anonymity of all whistleblowers

For any alert relating to compliance, please contact the Group Ethics Officer: compliance@telenco.com

