

Promociones Serigráficas, S.A.	CE
	Rev.:2
ETHICAL CODE	

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PROMOCIONES SERIGRAFICAS

CONTROLLED COPY Nº:

REV.	DATE	REASON FOR THE CHANGE
1	01/10/2012	First Specimen
2	01/12/2015	Doc Update according to the current organization status and improved business practices

DONE/ REVISED: Quality Responsible		APPROVED: General Manager	
DATE	01/12/2015	DATE	01/12/2015

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1.- SUBJECT

The purpose of this Code of Business Ethics is to establish the basic principles that must guide the behaviour of PROMOCIONES SERIGRAFICAS and all its employees and management

2.- SCOPE

This code is binding on the following individuals and Entities

- The Management Board of PROMOCIONES SERIGRÁFICAS.
- All employees who work in PROMOCIONES SERIGRÁFICAS.

3.- BASIC PRINCIPLES OF CONDUCT

The business and professional behaviour must adhere to the following basic principles:

3.1. RESPECT FOR THE LAW

The business and professional activities will be developed in PROMOCIONES SERIGRAFICAS in strict compliance with current legislation in each of the locations in which the activity is developed.

3.2.- ETHICAL INTEGRITY

The business and professional activities of PROMOCIONES SERIGRAFICAS and its employees shall be based on the value of integrity and will be developed according to the principles of honesty, avoidance of all forms of corruption and respect to the circumstances and needs of all the involved in them.

PROMOCIONES SERIGRAFICAS will promote among its employees the recognition and appreciation of the behaviour that are consistent with the principles set out in this Code.

3.3.- RESPECT FOR HUMAN RIGHTS

Every action of PROMOCIONES SERIGRÁFICAS shall scrupulously respect the Human Rights and Civil Liberties enshrined in the Universal Declaration of Human Rights.
The basic principles will lead to the commitment set out below.

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4.- RELATIONSHIP WITH AND AMONG EMPLOYEES

PROMOCIONES SERIGRAFICAS´s relationship with its employees and among them will be based on compliance with the following commitment:

[4.1. RESPECTFUL TREATMENT AND INDERDICTION OF DISCRIMINATION](#)

PROMOCIONES SERIGRÁFICAS is responsible for maintaining a work environment free from discrimination and any conduct involving any personal harassment. The superiors, subordinates and peers must treat all workers fairly and with respect. Any hostile or verbal or physical offence or abuse will not be tolerated.

[4.2. ABOLITION OF CHILD LABOUR](#)

PROMOCIONES SERIGRÁFICAS will not support child labour. PROMOCIONES SERIGRÁFICAS will not resort child labour and ensure compliance with the provisions of the International Labour Organization (ILO). In relation to the work of minors PROMOCIONES SERIGRÁFICAS requires all employees and suppliers strict adherence to these principles

[4.3. EQUAL OPPORTUNITIES](#)

All employees enjoy equal opportunities to develop their careers. PROMOCIONES SERIGRÁFICAS is committed to establish and effective policy of equal opportunities for employees to develop their professional activity on the basis of the merit principle. Promotion decisions are always based on circumstances and assessments aim.

Also, PROMOCIONES SERIGRÁFICAS is committed to maintaining a policy for learning and for the personal and professional development of its employees. PROMOCIONES SERIGRÁFICAS employees respect the equal opportunities policy in their professional career and support the professional training of their peers.

[4.4. HEALTH AND SAFETY AT WORK](#)

PROMOCIONES SERIGRÁFICAS will supply its employees with a safe environment and will respect the applicable law in all location where its enterprise activity is developed.

All employees are responsible of following strictly the health and safety rules, furthermore they should make a responsible use of assigned equipment when developing risk activities, and should share knowledge among their peers and subordinates, promoting the compliance of risk protection rules.

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[4.5. RESPECT FOR PRIVACY AND CONFIDENTIALITY OF EMPLOYEE INFORMATION](#)

PROMOCIONES SERIGRÁFICAS undertakes to request and use only the employee data that are necessary for the effective management for their work and that was recorded as required by the applicable law.

Also, PROMOCIONES SERIGRÁFICAS will take all necessary measures to protect the confidentiality of the available personal data and to ensure confidentiality in the transmission thereof, when necessary for business reasons, fit to current legislation.

Employees who due to the performance of their work have Access to information from other employees shall respect and promote the confidentiality of this information and make a professional and responsible use of it.

[4.6. PROMOTING PERSONAL AND PROFESSIONAL BALANCE](#)

PROMOCIONES SERIGRÁFICAS will promote a balance between personal and professional lives of its employees. PROMOCIONES SERIGRÁFICAS will appreciate the benefits for the employee and for the company that implies the existence of balance between personal and professional responsibilities to their employees, and will promote measures to reconcile these two areas.

[4.7. FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING](#)

The management board of PROMOCIONES SERIGRAFICAS will respect the right of every person to form, organize and join unions of their choice and to bargain collectively on their behalf with the company will be respected.

The company will not interfere in anyway the establishment, operation or management of such organization of workers or collective bargaining.

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5-. COMMITMENTS TO THIRD PARTIES AND TO THE MARKET

PROMOCIONES SERIGRÁFICAS and its employees will base their relationship with customers, suppliers, and competitors on the principles of integrity, professionalism and transparency.

5.1. FAIR COMPETITION

PROMOCIONES SERIGRÁFICAS prohibits any action that involves the exercise of unfair competitive practice and is committed to ensuring compliance with the applicable antitrust laws in the countries where it operates.

5.2. INTEGRITY IN MANAGEMENT

PROMOCIONES SERIGRÁFICAS forbids its employees to give or receive undue payments of any kind, nor gifts, gratuities or favours that are out of the market or use for its value. Characteristics or circumstances may reasonably alter the development of trade relations, administrative or professional involved.

5.3. QUALITY

PROMOCIONES SERIGRÁFICAS is committed to quality products and services.

PROMOCIONES SERIGRÁFICAS's guidelines establish corporate conduct for the search of quality products and services and will provide its employees with the resources necessary for the development of the most suitable management systems at all times.

PROMOCIONES SERIGRÁFICAS seeks the best satisfaction of customer expectations and develops an effort to foresee their needs.

5.4. CONFIDENTIALITY OF THE INFORMATION OF THIRD PARTIES

PROMOCIONES SERIGRÁFICAS guarantees respect for the confidentiality and privacy of data held of third parties. PROMOCIONES SERIGRÁFICAS undertakes to preserve the confidentiality of the data referred to third parties unless the obligation of legal, administrative or judicial obligation involving entities or person to deliver or make them public.

Also, PROMOCIONES SERIGRÁFICAS guarantees the right of third parties affected, to consult and promote modifications or corrections of the data when needed.

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PROMOCIONES SERIGRÁFICAS's employees in the exercise of their profession, keep confidential data on the terms outlined above and shall refrain from any misuse of this information.

5.5. PROTECTION OF BUSINESS ASSETS

PROMOCIONES SERIGRÁFICAS and its employees will always look for the best protection of the assets and rights which constitute the assets of the organization, maintaining the confidentiality of the information about them, which can only be used in relation to the activities of the company.

Employees are responsible for protecting the assets of PROMOCIONES SERIGRÁFICAS that have been trusted to them, and to preserve them from any loss, damage, theft or illegal or dishonest use of them.

All employees of PROMOCIONES SERIGRÁFICAS must avoid situations that might involve a conflict between their personal and professional interests and refrain from representing PROMOCIONES SERIGRÁFICAS in any decisions in which, directly or indirectly, themselves or a third party bound to it by any economic, familiar or professional relation are involved.

Employees who are in conflict are obligated to communicate it to their superiors.

6.- COMMITMENTS TO SOCIETY

6.1. ENVIRONMENT.

PROMOCIONES SERIGRÁFICAS is committed to ensure the highest respect for the environment in the development of its activities and to minimize the negative effects that its activities may cause. To that end PROMOCIONES SERIGRÁFICAS will supply their employees with the necessary means.

Therefore, PROMOCIONES SERIGRÁFICAS will set environmental practices among its employees and promote the correct knowledge and use of the same.

PROMOCIONES SERIGRÁFICAS agrees to strict compliance with the environmental legislation that applies.

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6.2. SOCIAL COMMITMENT

PROMOCIONES SERIGRÁFICAS undertakes socially responsible actions according to the law, and in particular assumes the responsibility to respect cultural diversity.

7.- INTERPRETATION AND PERFORMANCE

This Code sets out principles and business ethic commitments that PROMOCIONES SERIGRAFICAS and their employees shall respect and comply in the exercise of their activities

Any employee who has knowledge or suspicion of a breach of this Code may notify their supervisor or report it through the mechanisms established by the company to make suggestions and complaints.

PROMOCIONES SERIGRÁFICAS will take the necessary measures to avoid adverse consequences as a result of the communication that employees perform in good faith as herein provided. The breach or violation of this Code constitutes an infringement and will be punished according the applicable law; other legal actions may also be applicable.