

## BASIC GUIDELINES:

### COOXUPÉ in the development of its activities

#### ➤ Practices:

- Organizational culture (set of values, beliefs and norms) guided by ethics, transparency and integrity standards.
- Adequacy to the domestic policy, to the transparency principles and to the good conduct practices of our employees, directors, counselors and business partners.
- Management and administrative systems and adequate internal controls in order to ensure the reliability of the company's financial and assets situation.
- Compliance with the internal and external legislation and regulations that govern our activities and our partners' activities.
- Social inclusion in our staff, admitting people regardless of their social situation, race, gender, age, nationality, ethnicity, color, sex, politics, religion, creed and disability or physical limitation.

#### ➤ Develops:

- Controls and actions for sustainability, being economically viable, socially fair and environmentally correct.
- Safety measures in the workplace and workers' health.
- The non-generation of conflicts of interests of the company and its employees with its business partners, government agencies and community.
- Respect to the integrity, expectations and privacy of its business partners.

#### ➤ Does Not Practice:

- Any and all forms of discrimination or prejudice.
- Child labor, forced labor and/or slavery.
- Trafficking and/or smuggling of drug, weapons, animals, human beings or of any kind.
- Does not allow the consumption of alcoholic beverages or illicit drugs during the working day or serving the company, or be on influence thereof.
- Sexual and psychological harassment.
- Corruption, bribery, money laundering or any unlawful activity or personal favor.
- Activities that characterize or encourage terrorist act.