



## CÓDE OF CONDUCT

This code gives the ethic principles for all personnel conduct at Industrias Metálicas Ruiz and defines basic norms of conduct within the organization and with relation with its comercial partners and third involved parts.

This code sets the basic values to which INMER aspires. They are in relation with job, security and environment protection.

Inmer reputation is determined by its employees acts and by the way they present themselves and behave. Illegal and inappropriate behavior by a single employee can cause considerable damage to INMER.

The following sections summarize the most important principles of our code of conduct and constitute action standards for all INMER employees:

### **1.- Human Rights, Jobs and Job Security:**

Action standards:

- Do not discriminate other employees for its ethics, culture, religious, race or sexual indentity.
- Make effort to guarantee a respect work environment, free from abusive behaviours and bullying.
- Pay continuous attention for security at work environment.

### **2.- Corruption:**

Action standards:

- Not allowed to offer or grant public benefits with the only exception of working meals.
- Not allowed to offer or grant economic amount in favor of one's own property.
- Not allowed to offer or grant any sexual or inmoral benefit.
- Not allowed to ask a business partner for personal benefits.

### **3.- Basic Payment Norms:**

Action standards:

- Organization Payments must be made by bank transfer as a basic rule, avoiding cash payments as much as possible.
- No employee shall make, approve or induce company payments made to himself or to any person related to the organization.

### **4.- Loyalty. Interests Conflicts:**

Action standards:

- INMERemployees must not participate in activities that compete with our company or attend any other, which competes directly or indirectly.
- Communicate to our immediate manager any interest or participation we have in a customer, supplier or other commercial partner of the company

### **5.- Business Heritage:**

Action standards. It is forbidden:

- Remove goods from the company premises unless expressly authorized. Retirar
- Using company assets for private or third-party activities..
- Make copies of computer programs or extract company files, unless expressly authorized

### **6.- Confidentiality:**

Action standards:

- Ensure that we do not disclose our know-how or confidential company documentation to third parties without the prior knowledge or authorization of the company.

### **7.- Communication:**

Action standards:

- Take special care to communicate at all times in a polite, professional and prudent manner.
- In the case of external communications, supplier clients, forecasts of financial or commercial data of our organization should not be disclosed unless they have been officially published.
- Be diligent and careful in writing and sending emails.
- All communications to banking entities must be made exclusively by the financial department of our company.

### **8.- Complaints Channel:**

Employees who report a violation that they know of, or have good reason to believe has occurred, will not be subject to retaliation or unfavorably treated for making the report. If its requested by the reporting employee, his or her identity will be kept secret unless otherwise required by law.

The available reporting channels are:

- 1.- Direct contact with Management (when anonymity is not required).
- 2.- Introduction of the anonymous complaint in the suggestion box (when anonymity is required) located at the entrance of the facilities.

The Direction

A handwritten signature in blue ink, appearing to be 'Mª Aránzazu Martínez Ruiz', written over a faint, illegible stamp or background.

Mª Aránzazu Martínez Ruiz

Gijón, 25 March from 2021