

## SOLTRA SUPPLIER CODE OF CONDUCT

### Introduction

SOLTRA's Code of Conduct for Suppliers and Service Providers (hereinafter, the Code) defines the minimum standards of ethical and responsible behavior that must be observed by the suppliers of the products necessary for their production and by the service providers necessary in the development of its activity, in accordance with the corporate culture of the SOLTRA Group, firmly based on respect for human and labor rights.

SOLTRA undertakes to provide the necessary means so that suppliers and service providers know and understand this code and can assume its compliance.

The Code is applicable to all suppliers and service providers involved in the purchasing, manufacturing and finishing processes, as well as auxiliary operations to these, and promotes and is based on the general principles that define SOLTRA's ethical behavior:

- *All its activities will be carried out in an ethical and responsible manner.*
- *Any person who maintains, directly or indirectly, a labor, economic, social or industrial relationship with the company, will receive fair and respectful treatment.*
- *All its activities will be carried out in a way that respects the environment.*
- *All its suppliers and service providers will fully adhere to these commitments and will promote their responsibility to ensure that the standards contemplated in this Code are met.*

### Standards on which this code of conduct is based:

**1. Prohibition of forced labor.** SOLTRA will not allow any form of forced or involuntary labor in its suppliers and service providers. They will not be able to demand from their workers any "deposit" or to carry out withholdings of documentation proving their identity. Suppliers will recognize the right of their workers to leave their job with reasonable notice.

**2. Prohibition of child labor** Manufacturers and suppliers will not hire minors. SOLTRA defines a minor as a person under the age of 16. If local legislation establishes a higher age limit, this limit will be respected

People between the ages of 16 and 18 are considered youth workers. They should not work night shifts or under dangerous conditions.

**3. Prohibition of discrimination** SOLTRA providers and service providers shall not apply any type of discriminatory practice in hiring, remuneration, access to training, promotion, termination of the contract or retirement, based on race, caste, creed, nationality, religion, age, physical or mental disability, gender, marital status, sexual orientation and / or union or political affiliation.

**4. Respect for freedom of association and collective bargaining** SOLTRA's suppliers and service providers will guarantee their workers, without exception, the rights of association, affiliation and collective bargaining, without reprisals being derived from their exercise, and they will not offer remuneration or payment of any kind to employees in order to hinder the exercise of such rights. They will also adopt an open and collaborative attitude towards trade union activities. Workers' representatives will be protected against any type of discrimination and will be able to freely perform their functions as representatives in their workplace. When the rights to freedom of association and collective bargaining are restricted by law, adequate channels must be designed to guarantee their reasonable and independent exercise.

**5. Prohibition of abuse or inhumane treatment** SOLTRA providers and service providers will treat their employees with dignity and respect. Under no circumstances will physical punishment, sexual or racial harassment, verbal or power abuse, or any other form of harassment or intimidation be tolerated.

**6. Safety and hygiene at work** SOLTRA suppliers and service providers will provide their employees with a safe and healthy workplace, guaranteeing minimum conditions of light, ventilation, hygiene, protection against fire, security measures and access to drinking water. Workers must have clean toilets with potable water. When conditions require, facilities for food preservation should be provided. Bedrooms, if provided, will be hygienic and safe. SOLTRA suppliers and service providers will adopt the necessary measures to prevent accidents and damage to the health of workers, minimizing, as far as possible, the risks inherent to the job.

SOLTRA suppliers and service providers will provide their workers with regular training on health and safety at work. The company must keep an appropriate record of the training courses given. Likewise, they must designate a person in charge of safety and hygiene within the Directorate with sufficient authority and decision-making capacity.

**7. Payment of the salary** of SOLTRA's suppliers and service providers must guarantee that the salary paid to their workers is, at least, equal to the legal minimum or to that established by agreement, if this is higher. In any case, the aforementioned salary must always be sufficient to cover, at least, the basic needs and those others that could be considered reasonable additional needs of the workers and their families. SOLTRA suppliers and service providers will not make deductions and / or deductions from workers' salaries for disciplinary reasons or for any other cause other than those established in the applicable legislation, without their express authorization. Likewise, they will provide their workers: at the time of their hiring, understandable

and written information about their salary conditions and at the time of the periodic payment of salary, information about their particularities. SOLTRA suppliers and service providers will guarantee that salaries and other benefits or benefits are settled in a timely manner in accordance with applicable legislation and, specifically, that payments are made in the most convenient way for workers.

**8. Not excessive working hours** SOLTRA suppliers and service providers will adjust the duration of the working day to the provisions of the applicable legislation or to what is established by agreement for the sector in question, if this is more favorable for the worker. SOLTRA suppliers and service providers will not require their employees to work, as a general rule, more than 48 hours a week and will be granted, on average, at least one day off for each period of 7 calendar days.

**9. Regular work** SOLTRA suppliers and service providers undertake that all employment formulas they develop are included within the applicable local legislation. In this way, they will not undermine the rights of workers recognized in labor and social security legislation through formulas in which there is no real intention to promote regular employment, within the framework of ordinary employment relationships.

**10. Traceability of production** SOLTRA suppliers and service providers may not refer production or services to third parties without the prior written authorization of SOLTRA.

**11. Product health and safety** SOLTRA's suppliers and service providers are responsible for ensuring that all products supplied to SOLTRA comply with SOLTRA's Health and Safety standards, so that the articles sold / services provided do not involve risks for the client.

**12. Environmental commitment** SOLTRA's suppliers and service providers will maintain a constant commitment to protecting the environment and will comply with the standards and requirements established in the applicable local and international legislation. Likewise, they undertake to comply with the environmental standards established by SOLTRA, including, where appropriate, the measures to reduce and compensate for said impact that are necessary to apply said standards.

**13. Confidentiality of information** SOLTRA suppliers and service providers have the obligation to preserve the integrity and confidentiality of the information they receive as a result of their business relationships with SOLTRA. The obligation of confidentiality will remain once your relationship with SOLTRA has ended and you will understand the obligation to return any material related to the company that the provider or service provider has in their possession.

**14. Code implementation** Suppliers and service providers will implement and apply programs to put this Code into practice. They must designate a representative of the Management who will be responsible for the application and compliance with this Code. Suppliers and service providers must make this Code known to all their employees and to those who, in any way, are involved in the SOLTRA production chain. A copy of the Code, translated into the local language, must be displayed in a place accessible to all workers.

**15. Transparency and sustainability** of contracting Suppliers and service providers will maintain an honest, complete and transparent behavior in their activity, keeping an adequate accounting records system, which facilitates the traceability of their decisions, as a preventive measure against all corruption, bribery and extortion that may occur. Manufacturers and suppliers must not offer, grant, request or accept gifts or gifts to / from SOLTRA buyers that contravene the provisions of the Code of Conduct.

Suppliers and service providers will not manipulate or influence their workers or falsify files or records in a way that alters the verification processes of compliance with this Code. Manufacturers and suppliers may not offer or accept any type of remuneration that intends, intentionally or not, to interfere with the impartiality or objectivity of those parties designated by SOLTRA to carry out inspections and audits of compliance with this Code.

**16. Reference to national legislation and to conventions and agreements** The provisions of this Code constitute only minimum standards. In the event that national legislation or any other applicable law or any other commitments assumed or that are applicable, including collective agreements, regulate the same matter, the most favorable regulation for the worker will be applied. SOLTRA assumes, as part of its internal regulations, the content of the agreements and conventions, national and international, to which it has adhered, and that are applicable to its relationships with SOLTRA suppliers and service providers, committing itself to their promotion. and compliance.