

This code of conduct is intended to establish the general elements of the company's commitment to social responsibility, as well as the elements of conduct and ethics that ensure the correct behavior and professional posture of all Favima employees.

## **COMPANY COMMITMENT:**

### **1. Employment is freely chosen**

- There is no involuntary, forced or slave work.
- Employees do not have to leave deposits or identity documents in the company's custody and are free to leave the employee after reasonable notice.

### **2. Freedom of association and the right to collective bargaining are respected**

- Employees without any distinction have the right to unite or form unions of their own choosing and to carry out collective bargaining;
- Favima adopts an open attitude towards union activity as well as towards its organizational activities;
- Employees' representatives are not discriminated against and have access to exercise their representative functions at their place of work.

### **3. Working conditions are safe and hygienic**

- A safe and hygienic work environment is provided, bearing in mind the prevailing knowledge of the industry, as well as any specific hazard. Reasonable and practical measures are taken to prevent accidents and damage to health that may arise, associated with or caused by hazards inherent in the work environment;
- Employees regularly receive documented health and safety training, which is repeated for new and transferred workers;
- Access is provided to clean toilets and potable water and, if necessary, adequate facilities for storing food;
- Favima is responsible for compliance with the code by an administrative representative responsibility in relation to health and safety.

#### **4. Child labor is not allowed**

- There is no hiring of child labor (under 16 years old);
- Young people under the age of 18 are not employed for night work or in hazardous conditions;
- This policy and procedures are carried out in accordance with ILO standards.

#### **5. Salary is paid**

- Salaries and benefits are paid according to the national legal basis or the industrial sector basis, whichever is higher;
- Before starting work, all employees receive written and understandable information about working conditions;
- Deduction from salary due to disciplinary measures, as well as deductions that are not constituted in national laws, without authorization of the worker in question is not allowed.

#### **6. Working hours are not excessive**

- Working hours are in accordance with national law.

#### **7. There is no discrimination**

- There is no discrimination in hiring, remuneration, access to training, promotion, dismissal or retirement based on ethnicity, social class, origin, religion, age, disability, gender, marital status, sexual orientation, union or political party affiliation.

#### **8. Inhuman and severe treatment is not allowed**

- Any harassment, threats, physical or disciplinary abuse, sexual or verbal abuse, or other forms of intimidation are prohibited.

#### **9. Human Rights Policy**

- Favima is committed to supporting and respecting the international protection of human rights in its sphere of influence. We respect freedom of association, collective bargaining and diversity;
- Subcontractors and Suppliers: We seek to establish relationships with entities that share the same principles and values as Favima. We promote respect for human rights in our value chain.

## **10. Regular work is provided**

- Under all possible conditions, the work must be based on a recognized working relationship and established through national laws and regulations;
- Obligations to the employee arising from labor regulation laws are not avoided through the use of employment contracts, subcontracting or work from home. These obligations are also not avoided through intern programs, where there is no real intention to impart skills or provide steady employment or even the excessive use of fixed-term employment contracts.

## **11. Corruption Prevention**

- Favima employees must act against all forms of corruption and related offences;
- No act of corruption, receipt and undue offering of advantage, embezzlement, economic participation in business, concussion, abuse of power, prevarication, influence peddling, money laundering or fraud in obtaining or embezzled from subsidy, subsidy or credit;
- In the event of verification of any of the above-mentioned behaviours, they shall be communicated to the competent authorities.

## **12. Whistleblowing**

- All employees, suppliers and subcontractors may report any infraction within the scope of their professional activity. For this purpose, you must use the following means: canal.denuncias@favima.pt, by phone or in person;
- No type of retaliation against the whistleblower is allowed.

## **EMPLOYEE'S POSTURE:**

Favima employees must comply with the indications contained in the Code of Conduct, as well as other legal and internal rules.

All employees have a duty to:

### Equal treatment and non-discrimination

- Demonstrate sensitivity and mutual respect, not practicing any type of discrimination (such as regarding ethnicity, religion, sexual preferences, etc.), harassment or violence, whether among themselves, with Suppliers, Customers and other stakeholders;

### Loyalty and Cooperation

- Maintain a correct and cordial relationship with each other, in order to develop a healthy spirit of cooperation and mutual help;
- Perform the tasks assigned to them, and comply with the indications of their hierarchical superiors.

## **Responsibility and Professionalism**

- Be aware of their responsibilities and duties, and dedicate their best effort to fulfilling the respective tasks.

## **Information Confidentiality**

- To keep the information confidential in relation to the outside world;
- Personnel, of which they have knowledge due to the exercise of their functions in the company (Ex: salary, bank accounts, etc.);
- The company (such as invoicing values, documents and internal rules, information that represents a commercial advantage, etc.). This information can only be provided with the authorization of the Management.

## **Heritage Preservation**

- Respect and protect the company's assets. All equipment, installations and intellectual property (files and computer programs, images, etc.) may only be used for the company's activity, unless authorized by the Management for private use or for third parties.

## **Economy and Environment**

- Adopt all appropriate measures to avoid waste of resources, materials and energy (eg saving water, electricity, paper, etc.).
- Respect the environment, and avoid practices that cause pollution (noise, garbage, smoke, etc.).