

CODE OF CONDUCT

Rev. 10 (15.10.18)

MS-COC

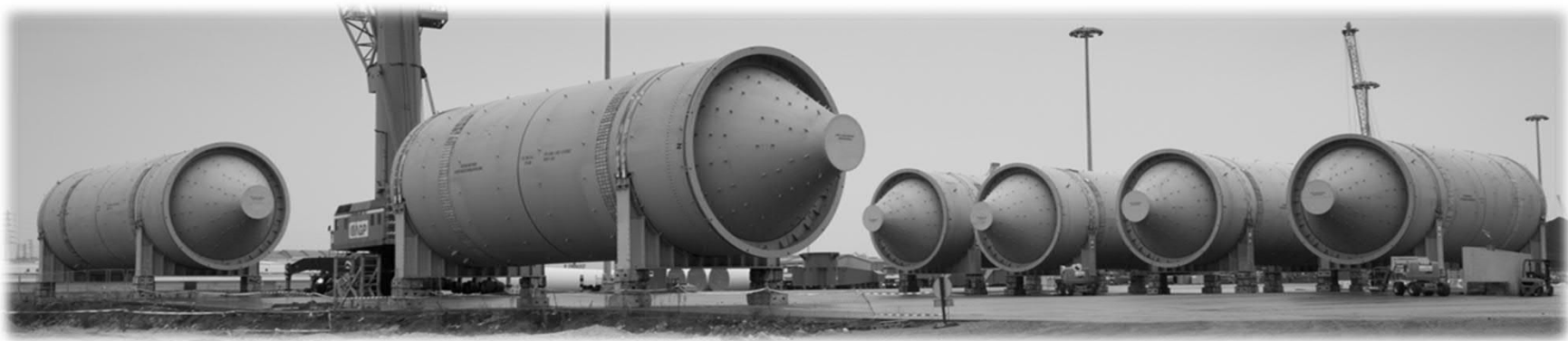
Each of the people who work in **IDES A** must know and understand not only the guidelines contained in this code of conduct, but also the values that are based. But above all, we must fulfil and help others to do so.

Our code of conduct guides us about the standards of integrity and professional behaviours, but it is impossible to anticipate all the situations that we face.

So do not evade the responsibility and requirement to judge correctly and ask for advice, if you need, on the appropriate professional conduct.

It is advisable to contact your line manager or human resources department when you have a doubt about a rule or criteria.

we are a **SOLID** company, because we share our values, knowledge and experience.



Mission, vision & values



Policy



POLICY

Idesa is committed to health and safety, environment, quality, RD&I and client satisfaction.

Our mission is based on creating value for our clients, employees and shareholders, providing competitive engineering solutions, products and services for the Oil & Gas & Petrochemical sectors. To meet our commitment, we follow the below action lines:

- a) Prioritize safety, health and well-being of the people affected by our activity
- b) Contribute to sustainable development, minimizing the impact of our activity on the environment
- c) Achieve the highest quality standard, through continuous improvement of our processes
- d) Pursue client's satisfaction, providing competitive solutions to their requirements and needs
- e) Maintain an ethical conduct and compliance with all applicable regulations to our activities and other requirements we endorse
- f) Promote innovative and productive thinking
- g) Encourage team work, promoting communication, participation, training, information and awareness at all levels
- h) Consolidate a network of clients and suppliers that contributes to create mutual value

The core values that guide us are: safety, environment and quality, client focus, ethical conduct, innovation and technological capability, reliability and team work.

Our policy is communicated, understood and applied by our employees and those who work on our behalf or for us. Furthermore, it is the frame of reference that we use to establish our objectives.



Julio Martín
Managing Director

October 1, 2018



Within our code of conduct are referred all of the following factors:

DIVERSITY AND INCLUSION

- Each of us must **RESPECT** the diversity, talents and ability of others.
- Diversity are the unique characteristics that make each of us, the personalities, lifestyles, thought processes, work experience, ethnic, origin, race, colour, religion, gender identity, sexual orientation, civil status, age, nationality, disability, among others.



Human rights

Always be alert to possible violations of human rights.

We support the principles expressed in the universal declaration of **HUMAN RIGHTS** of the united nations, the fundamental principles of international labour organization and labour standards.





Fight against discrimination

- You should never discriminate or deny **EQUAL** opportunities.
- Each of us has the opportunity to achieve their full potential and contribute to the success of IDESA.



Fight against harassment

- You may not harass other people in our workplace.
- Idesa seeks to provide a work environment free of harassment of a type and/or any other offensive or disrespectful.

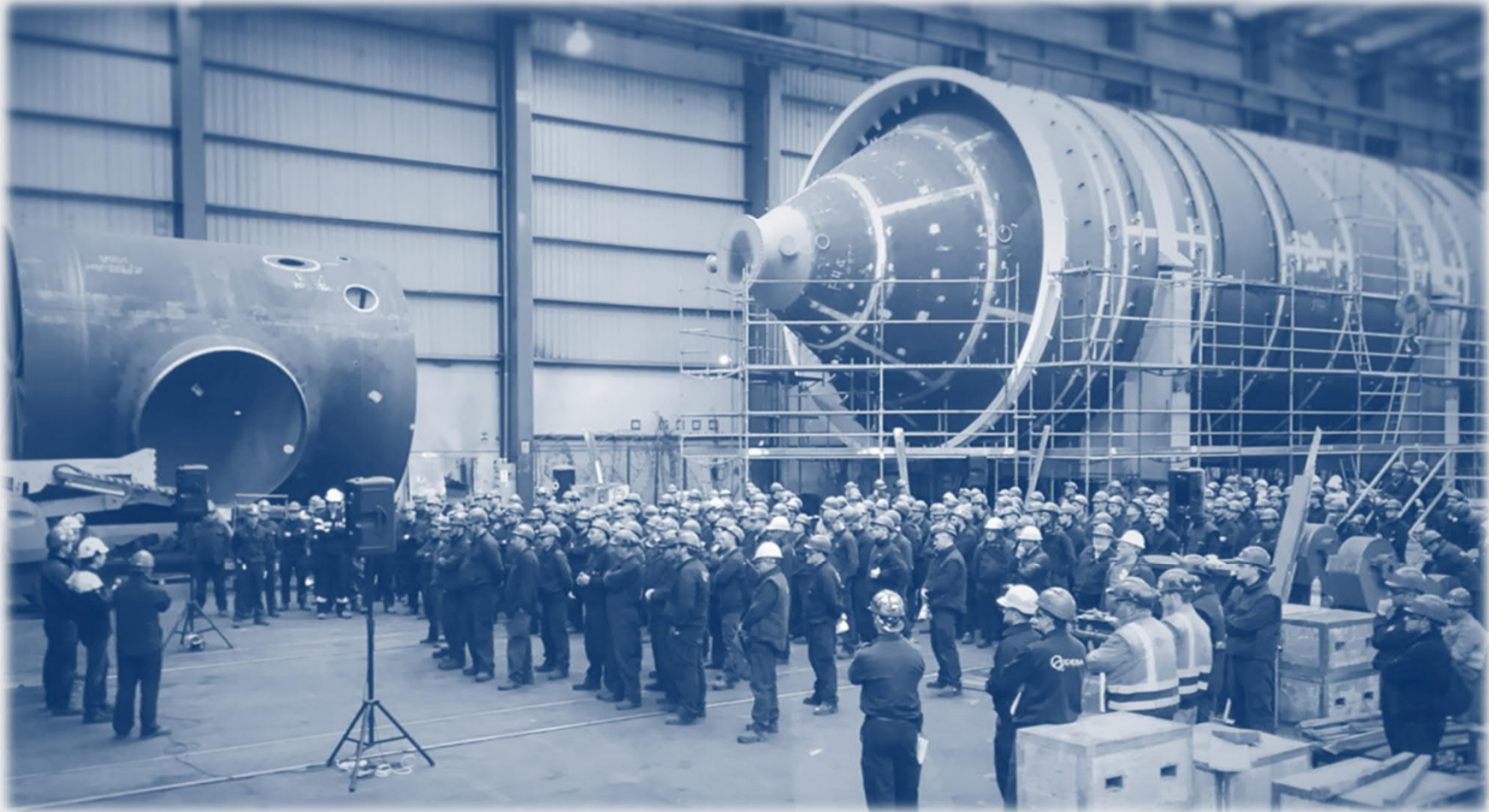


SAFETY

- No matter where you work or what you do for our company, we hope that for you, the **first** thing is **safety**.
- no accidents, no injuries (zero) is why we work.
- You should follow these principles to achieve:
 - Choose to follow the rules.
 - Look after your colleagues.
 - Have the will to stop work if necessary.
 - Take time to plan and work safely.
 - Take responsibility for your own safety.



SAFETY



Substance abuse

- You should not work under the influence of drugs or alcohol.
- If you work under the influence of drugs or alcohol generate and unacceptable risk to your safety and that of others.



SUBSTANCE ABUSE POLICY

IDESA is committed to protecting the health and safety of all individuals affected by our activities. We recognize that the use of alcohol and drugs can adversely affect job performance, the safety of our employees, contractors and the general public.

This Policy and its related practices apply to all employees working on or off IDESA premises.

The following are expressly prohibited while on Company business or premises:

- The use, possession, distribution and offering for sale of drugs or drug paraphernalia.
- The unauthorized use, possession, distribution, offering for sale of beverage alcohol.
- Reporting for duty with the presence in the body of alcohol or drugs.

Disciplinary action up to and including termination will be taken for violations of this Policy and its related practices.


20/10/14
Victor Martinez
Managing Director



Against violence

- You must not threaten anyone or demonstrate violent behaviour in our workplace



The environment

- Always adopt initiatives to promote greater environmental responsibility.
- As far as we can, develop and spread technology environmentally harmless
- We support a precautionary approach to environmental challenges .



Our suppliers, contractors, partners

- We expect all meet the same standards to which we work.
- An immoral or illegal act of a supplier can damage the reputation of idesa therefore must meet all our conduct code as a condition of doing business with us.



Our competitors

- No comment on the products or services of competitors in an inaccurate or false way



COMMITMENT WITH THE COMUNITY

We invest in our local community by hiring people from local communities, protection of natural resources, partnering with governments and stakeholders in the community.



CONFLICT OF INTEREST

- You should avoid a conflict or you can reach generated a conflict between personal interest and the interest of our company.

COMBATING CORRUPTION AND BRIBERY

- Your decisions should never be influenced by corruption, extortion or bribery.

Political activities

- It is forbidden to use company resources to conduct personal political activities.



Gifts & hospitality

- It is not allowed to give, offer or receive any gift that may influence commercial decisions in an inadequate manner, or is intended to gain any unfair commercial advantage.
- Hospitality with clients, suppliers or other business players is allowed in the form of, for example, business lunch's events or activities, provided that the nature and frequency of the same are reasonable, and they promote and active business and team working environment.



10 questions to act ethically

In any situation or action or you raise new doubts, ask.

- 1.- Is it against the rules of idesa?.
- 2.- Is it right?
- 3.- Is it legal?
- 4.- Does it have a negative effect for me or idesa?
- 5.- Who else could be affected by this (other people within idesa, customers, and/or same, etc?)
- 6.- Would it be embarrassed if others they found out how I decided to act?
- 7.- Is there a work around that does not pose an ethical conflict?
- 8.- What if it were disseminated through the media?
- 9.- What would do a reasonable person?
- 10.- Can I sleep easy?





For more information,
Please visit:
www.idesa.net