

# Code of Ethics

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## 1. Introduction

The Code of Ethics of Kolab Ensayos sets out the basic principles of conduct and ethical standards that must be observed by its employees in the performance of their professional activities so as to conform to the principles of lawfulness, integrity and transparency in all the company's activities.

## 2. Scope of Application

The present Code of Ethics has been approved by the Management of Kolab Ensayos, and all its employers and external consultants ("the workers") are required to comply with its stipulations. All of them are required to observe the principles set out herein and comply with the internal procedures for the best operation of the company.

## 3. Knowledge and Compliance

The Code of Ethics will be made available to all workers so that they are conversant with it and may raise any issues arising from its interpretation. Any person becoming aware that any of the principles or rules set out in the Code of Ethics is contradictory or inconsistent shall report it to Kolab's Management, in order that it may be suitably amended.

Compliance with the Code of Ethics is mandatory for all Workers, who shall observe it in the performance of their professional duties

## 4. Fundamental Principles and Values

### 4.1 Compliance with the Applicable Legislation

The Workers shall observe and comply with the legislation applying to their professional activity, in particular to the standards and legislation regarding the performance of dielectric tests and safety equipment inspections, as well as all legislation regarding the confidentiality of its clients' data.

### 4.2 Integrity and Transparency

The specific nature of the activities performed by the Kolab Ensayos requires that the professional conduct of the Workers should at all times be marked by honesty, clarity and transparency.

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## **4.3 Respect, Dignity and Non-discrimination**

The conduct of Kolab Workers shall be marked by respect for their co-workers and others, and any form of disrespect or hostility towards others within the context of a professional relationship shall not be allowed or consented under any circumstances.

The dignity of individuals and the absence of personal and professional discrimination constitute two basic principles which shall govern the conduct of all Workers.

## **4.4 Conservation and Respect for the Environment**

The Workers of Kolab Ensayos shall show the highest level of respect for the environment, and all their professional activities shall be guided by the principle of avoiding any form of pollution or damage to the environment.

## **5. Standards of Conduct**

### **5.1 Protection of Privacy and Personal Data**

The Workers of Kolab Ensayos are under the obligation of respecting the personal and family privacy of all individuals, including both employees and any other individuals to whose data they may have access to in the course of their professional activity. The use of data shall follow all applicable data protection legislation and regulations.

### **5.2 Confidentiality**

All workers joining Kolab Ensayos shall be required to sign a Confidentiality Agreement, in which they undertake not to disclose information on clients, suppliers or others, including in particular information on the items received for testing and the results of such tests or inspections. Proper custody of such data in accordance with applicable Data Protection legislation and regulations must be ensured at all times..

The duty of confidentiality of those Workers who have had access to personal data and/or confidential information shall persist even beyond the termination of their employment.

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## **5.3 Gifts and Considerations.**

The Workers shall not, either directly or through third parties, accept any gifts or other considerations exceeding the limits of social courtesy from clients, suppliers, competitors or third parties.

## **5.4 Relationship with Clients and Third Parties**

The Workers of Kolab Ensayos shall act with full transparency, avoiding any situation likely to lead to deceit or false interpretations.

Any claims from clients or others shall be processed in accordance with the established internal procedure and managed in a fully transparent manner.

No gifts or considerations will be offered or given to companies or institutions (including authorities or government officials) whenever it is likely that such gifts or considerations may improperly affect their decisions regarding Kolab Ensayos.

## **5.4 Relationship with other Companies**

The relationship with competitor companies must be conducted in good faith and governed by the principle of respect towards other parties' business activities. The Workers belonging to Kolab Ensayos are obliged to take appropriate steps to keep confidential any reserved or confidential information of other companies to which they may have lawfully had access in the course of business negotiations or relations.

No Worker joining Kolab Ensayos shall make use of any confidential or secret information he/she may have obtained from his/her previous employment. The unlawful use of any such documentation external to Kolab Ensayos is expressly prohibited.

The Workers' obligations of confidentiality shall persist indefinitely, including beyond the termination of their employment. Employees shall not take any type of information or documentation away from Kolab Ensayos, including any information held in computer storage media, and shall not provide to or make use of such information to the benefit of other companies.

## **5.8 Fulfilment of Obligations with the Tax Authorities and Others**

Kolab Ensayos shall fulfil its tax and social security obligations out in good faith and in a responsible manner, in accordance with the applicable legislation. Any Workers entrusted with such responsibilities shall always act in such a manner as to ensure the truthfulness of all accounting

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records, and shall avoid any forgery or concealment intended to avoid or reduce payments to the Tax Authorities or Social Security contributions

The financial information of Kolab Ensayos shall faithfully represent its true financial and equity situation in accordance with generally accepted accounting principles.

## **5.9. Respect for Intellectual and, Industrial Property**

Kolab Ensayos shall never use images, texts or drawings shall be used in its advertisements or official documents for which appropriate authorisation has not been obtained from their lawful owner.

Any publication carried out by Kolab Ensayos shall be absolutely truthful and shall not contain deceptive statements likely to harm potential clients.

## **5.8. Use of IT Systems**

The IT systems and corporate email accounts shall be used solely for purposes associated with the business activity, and must be used in a responsible and careful manner.

Workers may not make use of the corporate IT systems for unlawful purposes, including unlawful use of computer systems or applications.

## **6. Reporting of Infringements**

All Workers are obliged to report any potential risks and infringements of the present Code of Ethics to Kolab's Management, which shall treat them confidentially and take appropriate steps to address them.