



## CODE OF ETHICS SANTO TOMAS DASA

SANTO TOMAS DASA understands ethics as the capacity of every human being to live in a dignified, integrated, balanced and productive way, in the different development environments: the family, the school, organizations and the community.

Through our Code of Ethics, the foundations and values of our organization are established. All of us who collaborate establish a personal and professional commitment to comply with its provisions, which allows us to achieve the mission and values of our company and meet the expectations of the various interest groups that honor us with their trust.

This Code of Ethics is in accordance with SA8000: 2014 standards, and is applicable to all of its collaborators, subsidiary companies, corporate offices and suppliers of SANTO TOMAS DASA.

### 1. Culture of legality and transparency

We promote a culture of legality and transparency as a way to achieve the efficiency of our operations. We are committed to using administrative, human capital, tax and accounting practices in accordance with international legislation and standards. We promote legal practices of commercial competition and promote participation in associations that promote business values, as well as compliance with laws and the promotion of better public policies to develop healthy competition and the country's economy.

### 2. Freedom of association

We respect the right of collaborators to associate freely in a legal and peaceful way, avoiding activities that may be considered as political or religious proselytizing.

### 3. Prohibition of discrimination

We do not discriminate and respect individuality, understood as respect and acceptance of the different forms of thought, gender, religious beliefs, geographic and ethnic origins, races, physical conditions, among others.

### 4. Compensation and working hours

We comply with the laws and provisions on wages and working hours, including regarding minimum wage, overtime, maximum working hours and holidays. In relation to overtime, these must be agreed voluntarily with each collaborator and remunerated in accordance with applicable

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legislation. As part of our values we strive to be the best option for the personal and professional development of our collaborators and stakeholders.

#### 5. Health, safety and work environment

At SANTO TOMAS DASA we provide a safe and healthy work environment in accordance with applicable laws and regulations, ensuring a standard that includes drinking water, sanitary facilities, fire protection, light and ventilation. Through the person in charge designated by the management to cover industrial safety functions, regulations and effective measures will be promoted to prevent accidents or potential damage to the health of employees. Employees, contractors and suppliers have the right to withdraw from serious and imminent danger and to promote conditions to improve safety in their work environment.

#### 6. Prohibition of child labor

We will not employ girls / boys. The term “girls / boys” refers to a person under the age of 15. Where youth not included in the definition of girls / boys are employed, all applicable laws and regulations will also be complied with.

#### 7. Prohibition of forced labor and compulsory disciplinary measures

We do not employ forced or involuntary labor; We treat all people with dignity and respect, so the use of corporal punishment, physical coercion, mental or verbal abuse towards our collaborators or any person with whom we have a relationship will not be tolerated.

#### 8. Protection of the environment

The procedures and standards for waste management, handling and disposal of chemicals and other hazardous materials, and the treatment of emissions and discharges, must comply with the established legal requirements.

#### 9. Publication, supervision and compliance

We make sure that the provisions of our code of ethics are communicated to all our stakeholders. In the case of our collaborators in the local language and in a visible place.

Compliance with the code of ethics is mandatory for all members and collaborators, subsidiary companies, corporate offices and suppliers of SANTO TOMAS DASA.

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Any non-compliance may be a casual termination of the contract, or application of the relevant measures depending on the interest group in question.

**Lic. Gabriel Limón Aguilar**

**Director**

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