



CRIMINAL COMPLIANCE GUIDE



Applicable to all Tecam personnel and other stakeholders

(customers, suppliers, sales representatives, third parties, business partners, subsidiary staff, etc.)

1. The sanctions to apply are bound by the definitions in the Workers' Statute (and applicable collective agreement).
2. The use, sale, distribution, possession or promotion of illegal drugs and undue use of prescription medication is strictly prohibited. Working under the effects of illegal drugs or alcohol is banned.
3. You must not access or use other members' records or information without authorisation.
4. Acts of violence towards facility staff or goods and possession, concealment, use or transfer of firearms or other weapons is strictly prohibited.
5. Undisclosed or non-registered funds and assets cannot be established for any purpose and under-the-counter transactions are strictly prohibited, regardless of the amounts involved.
6. Conflicts of interest concerning direct or indirect commercial relations (customers, suppliers and competitors) are prohibited.
7. The company takes a zero-tolerance approach to bribery. Gifts and tokens will only be accepted internally at Christmas and for a specific holiday (e.g., St. George's Day, in both cases for an amount not exceeding €100). In the event of receiving a gift or token from a customer or supplier, they can only be accepted if the amount does not exceed €50 and are raffled off among all personnel.
8. It is prohibited to use confidential information pertaining to the company, our members, customers or suppliers; to steal registered information or obtain commercial secrets without the data subject's consent or disclose it, even after the employment relationship ends.
9. The use of goods, funds, data, information or positions for improper personal benefit is strictly prohibited.
10. The company's policy on correct email and internet use must be followed.
11. Information not in the public domain must not be discussed with competitors or suppliers, including trade association members.
12. Our equipment must be designed to comply with applicable environmental laws.

ALL COMPLAINTS AND IRREGULARITIES MUST BE SENT TO https://tecamsolucionesmedioambientalesl.intedyacloud.com/canal_denuncias/

(Located in the footer) **COMPLAINTS ARE CONFIDENTIAL AND YOU MAY ASK TO REMAIN ANONYMOUS**