



**INTRAMUNDANA**  
PERSONA · CIUDAD · PLANETA

## 1. Introduction

This Supplier Code (SC) sets out the social and environmental responsibility standards we demand from our suppliers.

We believe that when people and the planet are treated respectfully, individuals are more productive, resources are used more efficiently and our species thrives. We intend that our products are produced, transported, assembled and delivered according to the ethical standards held by our corporate group.

Compliance with the standards of this SC is one of the criteria taken into account by our evaluators when selecting our supply chain and developing stable relationships with us.

## 2. Our foundations

### Commitment

We are committed to promoting knowledge, products and services that offer practical benefits to their users.

### Continuous improvement

Our aim is to offer the best quality in our products and services through the analysis and continuous improvement of their life cycles.

### Transparency

We aim to act honestly and sincerely, recognising our strengths and weaknesses, and critically analysing the results of our actions.

### Cooperation

We are committed to promoting both internal and external attitudes and relationships geared towards the advancement of peace and the equitable sharing of efforts and re-wards.

### Risk prevention

We aim to address current issues as well as to foresee potential future risks.

## 3. Supplier rating

In order to apply this SC, three levels of progressive implementation criteria have been set up:

### Basic

Which complies with the minimum standards. Failure to comply with these standards will result in the termination of our collaboration.

### Advanced

Which meets additional standards for more sustainable practices. These are the standards we consider appropriate after three or more years of successful cooperation with us.

### Expert

Complying with the highest standards.

We expect our suppliers to inform their sub-suppliers and other members of their supply chain of these minimum standards. We are committed to helping them to ensure that our supply chain does not engage in activities or situations that contravene our Code of Ethics.

---

## 3.1 Business ethics

### Basic

---

- Has a confidentiality Agreement that safeguards the privacy of our products, services, processes and business relationships.
  - Conducts his/her business with honesty, integrity and transparency and takes the necessary steps to prevent any form of corruption or extortion.
  - Manages his/her business pursuant to the principles of loyalty, good faith and respect for the law.
- 

### Advanced

---

- Has a Code of Ethics, which sets out conduct standards and corporate values, to provide guidance to personnel on how to conduct themselves.
  - Has technical and organisational measures in place to handle business information responsibly. Any information disclosed during our business relationship shall be regarded as sensitive information and handled accordingly.
  - Ensures the confidentiality, completeness and availability of confidential information, including business information (products and production processes), against loss, destruction or unauthorised access.
- 

### Expert

---

- Has a SC in place to foster eco-social sustainability in its supply chain.
  - Is provided with the means to identify, reduce and eliminate the use of conflict minerals (3TG minerals) and ensure that his/her supply chain uses minerals and metals from non-conflict sources exclusively.
  - Complies with ISO 27001 on information security.
- 

## 3.2 Good environmental practices

### Basic

---

- Guarantees that he/she does not use products prohibited by the EU RoHS Directive and the REACH regulation.
  - If located in the USA, guarantees that he/she does not use products prohibited by Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986).
  - Does not use highly polluting products, materials or processes.
  - Has a management plan in place for accidental spills of environmentally toxic products.
  - Is registered in the registry of industrial waste producers in his/her country.
  - Carries out, to the greatest extent possible, a selective collection of the waste produced through our process.
  - Carries out the Annual Waste Declaration according to European Waste Catalogue (EWC), the Catalan Waste Catalogue (CRC) (CRC) or the relevant one in his/her country.
- 

### Advanced

---

- Has a written statement on good environmental practices in place.
  - Implements control mechanisms to ensure raw materials used are tracked.
-

- 
- 
- Has a measurable and verifiable plan to improve and reduce waste collection.

---

  - Keeps a record of the emissions produced during all production processes and in the offices.

---

  - Purchases, stores, transports, handles and uses chemical agents safeguarding the health and safety of workers and the environment at all times.

---

  - Performs an environmental impact assessment when making structural operational changes.

---

  - Is aware of his/her current energy sources and identifies opportunities for conversion into renewable energy sources.

---

  - Assesses the risks involved in the activities carried out, sets objectives to minimise them and works towards achieving them.
- 

### Expert

- 
- Holds quality and sustainable management certificates for the materials used when manufacturing the products (PEFC, FSC, Cradle to Cradle, among others).

---

  - Works under the circular economy rationale.

---

  - Reuses or recycles all waste produced.

---

  - Requires suppliers to comply with codes of best environmental practices or certifications such as ISO 14001 and the like.

---

  - Does not use materials toxic to the ecosystem in the production chain.

---

  - Has a compensation programme for emissions generated during all production processes and in the offices.

---

  - All energy used in production processes comes from renewable sources.

---

  - Implements measures to support biodiversity.
- 

## 3.3 Quality control

### Basic

- 
- Performs a quality check of the products supplied to us before delivery to our warehouses.

---

  - Signs the control documents for equipment owned by us and stored at his/her premises.

---

  - Includes the description of our product codes and purchase order numbering on his/her delivery notes and invoices.

---

  - Uses the jointly approved process control documents and agrees that they will be considered in any quality audits we carry out.
- 

### Advanced

- 
- Regularly performs trackable and verifiable quality checks, i.e., quality audits by external companies.

---

  - Relies on ISO 9001 to effectively set up a Quality Management System.

---

  - Carries out an assessment of the risks entailed in the activities performed, sets guidelines to minimise these risks and works to reduce them.
-

## 3.4 Employment practices and standards

### Basic

- Strictly prohibits forced, abusive or inhumane treatment. All employees have signed employment contracts, or equivalent, prior to starting employment and are provided with a copy of the contract.
- Does not employ under-age workers. “Young workers”, i.e., employees under the age of 18 and legally allowed to work, shall not perform any hazardous tasks (handling chemicals, strenuous physical work, etc.) or night shifts, and all applicable local regulations shall be respected, including access to education, training, medical examinations, and number of hours of work allowed.
- Pays a fair wage that is at least equal to the legal minimum wage or the mini-mum wage provided by collective bargaining agreement, whichever is higher. Provides workers with written and understandable information on wage condi-tions at the time of recruitment. Provides the payroll receipt with comprehensi-ble information about the payroll and the specifics that apply in each case. Moreover, the supplier ensures that wages and other benefits are paid on time, in compliance with the applicable rules and regulations.
- The duration of the working day is in compliance with the provisions of the rele-vant regulations or collective bargaining agreement. Likewise, the supplier has a reliable system for recording hours worked, including overtime, which shall at all times be voluntary and paid at a higher rate than the normal hourly rate, in accordance with the regulations in force. In any case, working hours shall not exceed 60 hours per week, including overtime.
- Applies a policy of non-discrimination based on race, colour, age, gender, sex-ual orientation, ethnicity, disability, religion, political affiliation, trade union membership, pregnancy or marital status.

### Advanced

- Where uniforms are required, they shall be supplied in sufficient quantity and free of charge. No deductions will be made for uniform cleaning and/or care.
- Has an equality and non-discrimination plan in place and carries out internal communications and actions to promote equality, diversity and inclusion.
- Implements a living wage policy that ensures that workers are paid more than the minimum wage.
- Provides a whistleblowing channel for workers to report complaints or concerns without retaliation. Complaints are noted and appropriate action is taken, while protecting the anonymity of workers.
- Enters into fixed-term contracts only in cases where the employment is not of a regular nature.

### Expert

- Assesses gender pay gaps and takes action to overcome them.
- Respects gender balance in managerial positions.
- Workers are given the opportunity to take time off from work for exceptional per-sonal circumstances, in addition to that provided by applicable laws.
- Complies with ISO 26000 on social responsibility.

## 3.5 Occupational safety

### Basic

- Provides accident insurance for all employees. The insurance covers medi-cal treatment and compensation for work-related injuries and illnesses.
- Workers are trained to handle emergency situations and are aware of the risks associated with their job before carrying out the assigned tasks.
- Provides all necessary Personal Protective Equipment for risky tasks at no additional cost to the worker;

- 
- 
- Emergency routes and exits are in place to ensure quick and safe evacuation at all times.
- 

### Advanced

- Has an occupational risk prevention plan in place. Occupational health and safety risks, including those related to mental health and ergonomics, are assessed and actions are taken to mitigate them.
- 
- Implements safe work protocols to minimise risks related to hazardous work.
- 
- Conducts training, education and other skills building activities to enable employees to fulfil their duties.
- 
- Has an independent evacuation alarm that can be heard and/or seen by all workers.
- 

### Expert

- Keeps an accident register. Continuously reports, analyses, follows up and takes appropriate action to avoid safety hazards.
- 
- Performs drills to test evacuation processes and identify improvement areas, keeping records of these drills.
- 
- Assesses all emergency risk situations and designs emergency protocols in writing.
- 
- Has first aid and fire-fighting trained workers available at all working times and staffed in quantity sufficient for that purpose.
- 
- Complies with ISO 45001 on occupational health and safety.
- 

## 3.6 Working conditions

### Basic

- The workplace is clean, sanitary and properly kept. It is adequately lit and ventilated and, where necessary, heated.
- 
- Facilities are available for workers to eat and rest, safely away from any hazards and proportional to the number of workers.
- 
- Toilets and washrooms are free of charge, hygienic, available during working hours, equipped with basic supplies and proportional to the number of workers.
- 
- Unlimited, clean drinking water is available free of charge and within reasonable distance of the work area.
- 

## 4. Implementation of this code

Supplier audits shall be carried out on an ongoing basis, especially if production processes are expanded or any component of the system changes. Moreover, an initial audit shall be carried out on all new suppliers.

