

## **CODE OF CONDUCT DID AUTOMATION S.L.**



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## Code of Conduct DID AUTOMATION S.L.

### Definition:



Code of ethics of DID AUTOMATION S.L., now Deide, are the principles that have guided and guide professional behavior of their employees, in the framework of its activities and labor and professional obligations.

This code of ethics includes the commitment of Deide to act in accordance with values that ensure responsible behavior and with absolute respect for the law, in all relationships of the company in their own employees, with its customers, its suppliers and subcontractors and with society in general.

### Purpose:

The application of a code of ethics represents the express commitment of the company to accept standards of conduct to which compliance is linked.

### Recipients:

They are recipients of the code of ethics of Deide, all their employees, who must know and accept your content and be bound to compliance at the time of the incorporation into the company.

Suppliers, subcontractors, clients and any third party who maintain legal relations with DID AUTOMATION S.L., thereafter interest groups, will be covered by the principles of this code to the extent they apply.



## Code of Principles and Values

- FIRST:** Faith in the private sector, as an engine of the economy and a source of collective prosperity.
- SECOND:** Respect for the rule of law.
- THIRD:** Sensitivity to social deprivation and the action based on criteria of professional ethics, guideline of our behavior.
- FOURTH:** The permanent attention to the demands of automation services, claiming the company, cornerstone of our business plan.
- FIFTH:** The satisfaction of our clients with compromised quality. In our company we care about the quality of our products, our brand, DEIDE, certifies that all its products are the norm UNE - EN - ISO 9001:2015, being the primary objective of our service offering and legitimate justification for the business benefit.
- SIXTH:** The vocation of creative innovation and leadership, characteristic features of our culture.
- SEVENTH:** Maintaining the solvency and the efficient management of our resources, databases of our economic project and ensures its continuity.
- EIGHTH:** Stewardship in the management and the ranked delegation of functions, bases of our management style.
- NINTH:** The training and development of our employees; active policies for the reconciliation of working life with the family and respect for the principle of equality, the prevention of sexual harassment, moral harassment or harassment for reasons of sex, pillars of our human resources policy.
- TENTH:** Respect for the environment and the implementation of preventive measures which guarantee the safety and health of our workers, framework for the development of all our activities.

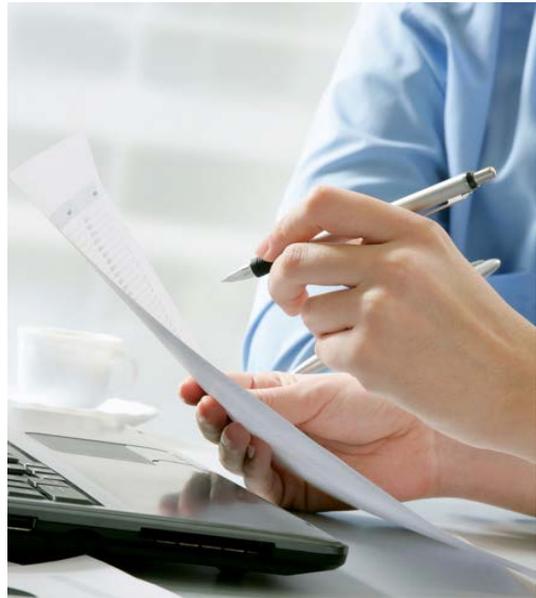
## GENERAL STANDARDS OF BEHAVIOR

### **Commitment to human and labor rights:**

Adherence and respect for the United Nations Global Compact and the Declaration of the International Labor Organization, respecting the following principles:

Principle 1: Deide supports and respects the protection of fundamental human rights universally recognized within its sphere of influence.

Principle 2: In user's manual we make sure that we are not complicit in the violation of human rights.



### **Labor Standards:**

Principle 3: Support freedom of Association and the effective recognition of the right to collective bargaining.

Principle 4: Support the Elimination of all forms of forced or done work under duress.

Principle 5: Support the eradication of child labor.

Principle 6: Support the abolition of discriminatory practices in employment and occupation.

### **Environment:**

Development of the activity from the respect to the environment, compliance with the standards established in the regulations concerning.

Commitment to sustainable development, which is based on putting up a policy, enabling to have identified environmental effects generated by each of its activities with the objective of minimizing the environmental impact. Respecting the following principles:

Principle 7: Duty to maintain a preventive approach that favors the environment.

Principle 8: Duty to encourage initiatives that promote greater environmental responsibility.

Principle 9: Duty to encourage the development and diffusion of environmentally friendly technologies.

### **Fair competition and Anti-corruption:**

Commitment to compete in markets in a fair manner, complying with the regulations of the competition. According to following principle:

Principle 10: Fight against corruption in all its forms, including extortion and bribery.

### **Health and safety at work:**

Protection of the integrity and health of our employees through a policy of safety and health at work, based on strict compliance with all the regulations, training and preventive management of occupational risks.

Commitment to provide our employees the necessary resources so that they can perform their functions safely and in a healthy environment. Commitment of employees to observe a strict compliance with the standards of health and safety at work and make a responsible use of the equipment you have assigned, ensuring your own safety and, in general, the of all the people who could be affected by their activities.

Ensuring the implementation, both by suppliers and subcontractors with whom the company operate, strict compliance with all legal regulations which will be applicable in matters of health and safety at work and environmental protection.

## QUALITY:

Our QUALITY MANAGEMENT POLICY states:

COMMITMENT to provide and maintain the highest levels of service and production quality. With VALUES that characterize us as an organization, Professionally, EXPERIENCE AND CLOSE TREATMENT. TECHNICAL ADVICE AND IMMEDIATE ATTENTION.

The PURPOSE is to be an organization focused on process management and risk analysis, to ensure the control and improvement of them, the integration of our staff in their development and compliance with the commitment to quality, in order to seek maximum customer satisfaction. As well as in our social environment. Everything is based on the development of people, as an indispensable element to achieve CONTINUOUS IMPROVEMENT of our processes, the sense of belonging to the organization and their personal fulfilment.

Aware of the need for internationally recognized Standardized Systems, the organization has aligned its Quality Management System with the ISO 9001:2015 standard. Therefore, the Management is committed to lead and maintain a Quality Management System in the organization based on continuous improvement and the following guidelines:

- The serious commitment to know the needs and expectations of our customers and interested parties, to achieve their satisfaction, and continuous improvement, establishing and verifying compliance with the objectives and annual goals.
- The commitment to comply with applicable legislation and regulations, as well as the requirements to which they subscribe.
- The commitment to the continuous review of skills and continuous improvement, in order to ensure the quality of services and their ability to meet the growing challenges posed by our customers.

All our personnel accept the commitment to improve the quality of the services and auxiliary processes of the company, within the different jobs.



## PREVENTION:

The direction of Did Automation understands that occupational risk prevention is an integral part of the management of the organization. Therefore, undertakes to achieve the highest level of safety and health at work fulfilling the legislation in this and based on the principle of continuous improvement of preventive action.

In order to achieve the continuous improvement of the management of the prevention system, the address will ensure the participation and information of all workers, the right to be consulted and the sufficient and adequate theoretical and practical training on the risks specific to his place of work and the generals of company that could be exposed. This will be extended both to the staff and new staff (temporary, fixed or temporary work from), through the provision of the necessary resources.

All employees of the company have an important role to play in the improvement of working conditions. We are all responsible to cooperate in the most appropriate way and take the necessary measures to ensure our safety and health and that of our partners.



## Principles of action for our interest groups.

### EMPLOYERS

#### **Compliance with current legislation:**

All employees shall ensure compliance with the legislation and regulations in force in the place in which to develop their activity. In addition, at all times respect the commitments and obligations undertaken by the company in its contractual relations with third parties.

#### **Reconciliation of family and professional life:**

Work obligations and family, and personal life balance is obtained by a human resources policy that generate measures that make it possible to reconcile the commitment to the company, with the time required for the development of a personal project of life.

#### **Professional Development:**

Deide employees will act in the exercise of those powers that are them attributed by reason of their positions, putting in practice criteria that lead to greater efficiency, at the lowest possible cost, always following the guidelines which, according to their respective technical training, are, in each case, the relevant.

#### **Development evolution**

**Information policy:** All employees will be informed and will accept the principles and criteria on which the company based its professional development, the effectiveness of its management and the strengthening of its commitment to the purposes and objectives of the company.

**Commitment to training:** Each employee must attend their own training using all means which the company puts at your disposal, in a constant commitment with itself and with the company to update and increase their training, in order to reach their full professional development and achievement of personal goals.

**Professional promotions:** Internal promotion in Deide is based on principles of capacity, competence and professional merits. The decisions in this respect shall be adopted in accordance with clear, objective and transparent criteria. All employees will be informed of the tools of evaluation of performance and assessment of their results, which in any case will be based on criteria of objectivity and transparency.

#### **Principle of non-discrimination and equal opportunities:**

Commitment to the creation of a work environment where all employees are treated with fairness, respect and dignity, particularly in promoting equality of opportunity and treatment to all employees fairly and without bias by removing any kind of discrimination, either that is the cause or origin.

### **Respectful working environment without harassment:**

Reject any manifestation of harassment, abuse of authority, as well as any other conduct that can generate an intimidating, hostile or offensive work environment, favoring a pleasant and safe working environment.

In this sense, the company has implemented a commitment to prosecute any type of harassment or violence in the workplace, as well as to establish all the preventive and procedural mechanisms to act in cases of complaints from employees who are victims or harassment, giving them all the necessary guarantees to protect their rights within their organization.

The company provides its employees, through the procedure reflected in this document, with a channel that allows them to confidentially report any actions or conduct that may be considered to violate a respectful environment or any form of harassment. Our ethics committee will ensure full compliance with all the principles set out in this document.

### **Use and protection of corporate assets:**

The company offers its employees the resources necessary for the performance of their professional activities. Deide undertakes to make good use of the material and immaterial media who are put at its disposal.

### **Computing and communications resources:**

Resources of information technology and communications especially e-mail and Internet, should be used solely for the performance of professional functions of the employees, and can undergo use monitoring or audits at any time.

### **Style of leadership for managers and executives DID AUTOMATION S.L.**

The allocation of managerial competencies at all levels of our Organization, will take with him, also, the assumption of the responsibilities arising from decision making. The exercise of command will also be school training, exercise of constant evaluation, stimulation of talent and runway of professional development of our employees, through the design of plans of career and succession of management positions.

The managers and leaders of the company are responsible for motivation and communication between the members of their teams, fostering a participatory style of leadership that will enhance communication, this is practiced the delegation and is further initiative, teamwork, results orientation, and collaboration with others.

### **Financial resources**

Employees are responsible for the correct use of the financial resources that are provided them, such as expenses for travel, cash and stay among others, incurred in the exercise of their activity. Any provision, gratuitously, of goods or services of the company, must be expressly authorized by the relevant Department.

In the exercise of the functions of their offices, employees of Deide, they may not request or receive, for, gift, or any mind that is intended to influence their decisions, and must inform their superiors any proposal received in that order.

## **Conflicts of interest, business opportunities and other activities**

Deide employees are obliged to inform their respective superiors the existence of possible conflicts of interest that may exist among themselves - or people they linked - and the company.

### **Business Opportunities:**

Los empleados no podrán aprovechar, en beneficio propio o de persona a ellos vinculada, informaciones u oportunidades de negocio de las que hayan tenido conocimiento por razón de su trabajo.

### **Other activities:**

All employees of Deide may not perform activities well either on its own behalf or in the service of third-party, paid or not, when they are incompatible with the obligations arising from his working relationship with DID AUTOMATION S.L.

### **Confidentiality of information:**

All employees of Deide, are required to protect the information, confidentiality or reserved to connoisseurs by reason of their office, whether technical, financial, commercial or any other character and do not use it outside the scope of his employment relationship, nor disclose it to third parties without the prior written consent of the company, except for those requests for information are required you by the judicial or administrative authority, in legal terms.

All employees who have access to particularly sensitive information, by reason of his high responsibilities may be required by the company, to sign specific confidentiality commitments as an annex to your contract of employment.

The company guarantees to its employees, suppliers, customers and any third party having with her relationship, the faithful compliance with the rules on data protection, by adopting the relevant measures in your organization so that such regulations have full efficiency, since it is subscribed to the data protection act.

### **Intellectual property:**

The right to use or exploit, in industrial or commercial way, any innovations or inventions that produce, in the exercise of their work, employees of Deide, and they give rise to trademarks, patents, models of invention, copyright, drawings and industrial models, etc., will belong to DID AUTOMATION S.L., who will protect them in the terms established by law.

## CUSTOMERS

### Service quality:

The satisfaction of our clients for the services rendered by our company is the main object of our business activity.

### Confidentiality:

Ensure that the information that the company possesses, for its relations with its customers, is duly covered by the legislation on protection of personal data.

### Relationship with clients:

All the relationships that the company has with its customers, shall be properly documented in the way that legally is coming, and expressed in clear terms that allow to determine with precision the rights and obligations born of relationships concerned.

Satisfaction is the key concept for a user's manual in its relationship with its customers, achieving a full loyalty thanks to the business strategy that develops depending on needs and their satisfaction under four fundamental commitments; expertise, quality, service and warranty.

All employees should be aware of that success in the relationship with customers is the proper provision of the services offered. For this purpose, and in order to achieve committed quality levels, the company offers its employees the resources necessary for the development of its activity.

Management and all the staff DID AUTOMATION, assuming the firm commitment of the needs of the customer, from the application of the criteria defined in our quality policy.

[Did Automation customers S.L.](#)



## SUPPLIERS AND SUBCONTRACTORS:

### Selection policy:

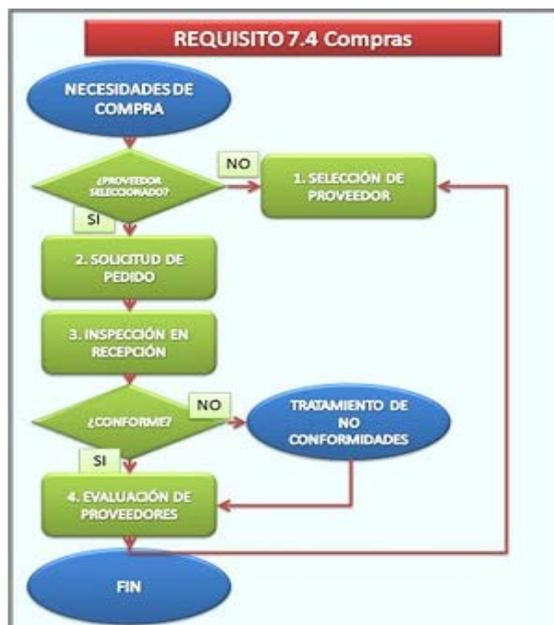
The selection of suppliers and subcontractors, will be with criteria of transparency, objectivity and free competition so that to ensure the quality of the purchased good or loan service and the best economic, valuing, particularly conditions, technical and financial solvency of the supplier and subcontractor and having experience of earlier relations with them.

### Relationship with suppliers:

Employees must comply with and respect the internal rules of the company when the homologation of suppliers, as well as the awarding of tenders, supplies and services.

The company will provide the necessary measures to prevent employees' personal interests unduly influencing all the above mentioned processes.

Did Automation, based on this responsible procurement program, perform a continuous assessment of its suppliers and subcontractors regarding compliance with environmental requirements quality and safety.



### Confidentiality:

Protected information to which Did Automation has access because of its relationship with suppliers and subcontractors will be covered by the guarantees provided by the Data Protection Act.



## Corporate Social Responsibility

Our integrated system of management, not only policy commits the aspects directly related to the design and installation of automation, industrial maintenance and computer applications, but also the set of relations that unite us with customers, employees, suppliers, collaborators and social environment, all in order to provide all security and trust in our company, within the framework of a constant desire to improve our management systems which constitute a point of reference to establish and review the objectives.

DID AUTOMATION S.L., expresses its commitment to the principles of Corporate Social responsibility, promoting and contributing actively and voluntarily to social and economic development. The core values and principles of the business plan of Deide are:

- Care and respect employees.
- Inform and advise clients, cornerstone faithfully to transmit our values.
- Follow responsible behavior with suppliers.
- Minimize and care for the environmental impact.
- Are not supported directly or indirectly activities which do not meet a minimum in ethical behavior with the society and its environment.

They are part of the set of actions that comprise the concept of Corporate Social responsibility both the principles relating to the training to employees such as those relating to the reconciliation of work and family life.

Our aim is that Deide, not only to secure the maximum economic efficiency, but also have greater moral legitimacy and to achieve maximum social acceptance through its management, satisfy in a balanced way the set of different expectations that keep its stakeholders (employees, shareholders, suppliers, community, customers, etc.) about their behavior and results.

We are committed to contribute positively and relevant to the sustainable social development of our community, managing to bring new social and environmental concerns, with the traditional economic and trade, in order to implement this commitment, Did Automation has signed an internal rule of management integrated, posted on our website.



## ENFORCEMENT, APPROVAL AND MONITORING

In order to ensure compliance with the code of ethics, there will be an Ethics Committee composed of:

- Management
- Responsible for Administration // human resources
- Representative of the workers.

The Ethics Committee will be assigned if the following functions:

1. To interpret the code and solve the consul taps raised.
2. Receive and evaluate communications relays direction with the implementation of the code. In particular, rule in the cases of former Labor pending for breach of the code.
3. Process the communications received, if applicable, to issue a resolution.
4. Reporting annually on the level of compliance with the code of ethics, elevating considered recommendations necessary to improve its contained do, facilitate understanding or ensure their safeguard.

## PROCEDURE

The company Did Automation makes available to employees, through this procedure, a channel that allows you to communicate confidential actions or behaviors that may be considered that they violate the principles set out in the code of ethics.

Any employee of Deide may denounce the alleged breaches which detect the code of ethics in the company or its employees.

This procedure ensures that the identity of the person reporting an irregular action is kept protected.

In addition, employees can make use of this procedure to ask for doubts or suggest improvements in existing systems in the company, in the matters subject to the code.

Communications containing allegations of non-compliance or questions relating to the interpretation or application of the code of ethics, may be sent to the Ethics Committee via email to the address management [gestion@didautomation.com](mailto:gestion@didautomation.com), or to the attention of the Ethics Committee at the following address: Street 117-24-V 46116 Moncada (farmhouses) - VALENCIA, the Ethics Committee is committed to resolving any matter which is subject to its jurisdiction.

To for valid a complaint must attend, at a minimum, the following requirements:

1. Identity of the complainant.
2. Contents of the complaint and evidence or supporting material.
3. Person or persons to whom the allegations are attributed.

The Ethics Committee will review the information submitted and will take the relevant steps. After evaluating the results, the Committee shall determine the admissibility or not of the complaint, and if applicable, will pass the file with all the information to the Internal Audit Department Management to complete the investigation. The process will conclude with the Internal Audit Department's proposed resolution which they will hand.

That judgment will be transfer, from effects, to the Department of human resources, who will apply the appropriate disciplinary measures in accordance with the applicable labor legislation, which may be termination of employment, notwithstanding other liabilities that the employee may have incurred.

Employees have a duty to report to the Ethics Committee, when it is prima facie evidence of the Commission any irregular, violation of the laws or the own DID AUTOMATION S.L. code of ethics.

## ADOPTION AND ENFORCEMENT OF THE CODE

The present Code of ethics has been approved by the Ethics Committee Did Automation of June 6, 2016 and this was revised in the year 2022.

The code will be reviewed and updated with the frequency indicated by the Ethics Committee.

Approved and authorized by the President of the Code of Ethics Committee Mr. José Antonio López Reyes.



Signature: D. José Antonio López Reyes



## REGULATORY FRAMEWORK

In Europe, public authorities have taken a dominant role and leader in the diffusion and promotion of CSR. The publication in 2001, the European Commission of the so-called Green Book of the RSC was one of the major milestones, expressly recognizing that CSR could contribute significantly to create a competitive economy capable of achieving a sustainable economic increase, with improvements in employment and greater social cohesion. Since then the European institutions have continued to work with the aim of promoting CSR by issuing communications, making proposals and supporting initiatives.

In October 2011, the European Commission published the "strategy the EU renewed for 2011-2014 above "CSR". This document calls on the Member States<sup>1</sup>, among other things, to develop or update their own plans or lists of priority actions to promote the CRS in support of the European 2020 strategy.

Finally, indicate that the plenum of the European Parliament approved April 15, 2014, the directive on disclosure of information not financial and information disclosure by certain large enterprises and groups. This directive lays down the obligation, with respect to the undertakings concerned, to disclose information about policies, risks and results, respect for environmental, and social issues related to employees, also respect for human rights, the issues of the fight against corruption and bribery and disclosure in its Board of Directors.

In Spain include the following standards pioneer in sustainability and social responsibility. One of the first coincides with the creation of the State Council of the Social responsibility of the companies (CERSE) in 2008 by Royal Decree 221/2008 of 15 February, as "Advisory and consultative" the governing body attached to the Ministry of employment and Social Security, in charge of "impulse and promotion of Corporate Social responsibility policies" in "the frame of reference for the development of this area in Spain". Subsequently, the approval of the law 2/2011, March 4, sustainable economy posed new challenges to the done, by the adoption of article 35 concerning the obligations to the public business sector; and article 39 in regards to the promotion of CSR; as well as the thirty first final provision which provides, similarly to other European countries, the development of conditions for the dissemination of information on the use criteria social, environmental, and good governance in the investment policy of the pension funds.

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<sup>1</sup> Countries such as Denmark, Germany, Holland, Italy, Sweden and the United Kingdom already have developed a plan. Spain in these moments envisaged for the third draft, related with the Spanish strategy on CSR.

With the implementation and development of the law of Social economy (law 5/2011, March 29), the ratification of the European standard of environmental responsibility, the creation of the Council for the promotion of the Social economy (advisory consultative body for activities related to the sector, in which public administrations are equally represented and the social economy entities) or the proposal of the Committee on international trade of the European Parliament for including CSR clauses in trade agreements that are made in the EU, it makes it clear and becomes manifest that for years since the EU and as not, in Spain it is betting strong to implement CSR policies of Generalitat Valenciana

Resolution of April 5, 2021, of the Directorate General of Industry and Small and Medium Enterprises, which publishes the list of UNE standards approved by the Spanish Association for Standardization, during the month of March 2021. UNE-EN ISO 26000:2021.

*Law 15/2022, of July 12, 2002, on equal treatment and non-discrimination.*

*Law 2/2015, of 2 April, the Generalitat, transparency, good governance and citizen participation of the Valencia Community. [2015/3137] that it's repeals the law 11/2009 of 20 November.*

Decree 149/2010, on 24 September, of the Consell, which approves the regulations of the law 11/2009, of 20 November, the Catalan Government, corporate citizenship (DOCV nº 6363 de 27.09.2010).

**deide** automation

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