

CODE  
OF **ETHICS**  
AND **CONDUCT**  
FOR **PROVIDERS** OF  
**LA COSTEÑA®**



*¡por sabor!®*

# Introduction

This **Code of Ethics and Conduct** for providers is applicable both to individuals and legal entities, and sets forth the minimum requirements that our providers, both current and potential, domestic and international, must fulfill under the legal, social and environmental provisions and in this matter, in performing their operations and services.

This Code provides the standards that providers of **La Costeña®** must abide by in the work context, the environment, social framework and other issues mentioned in this document.

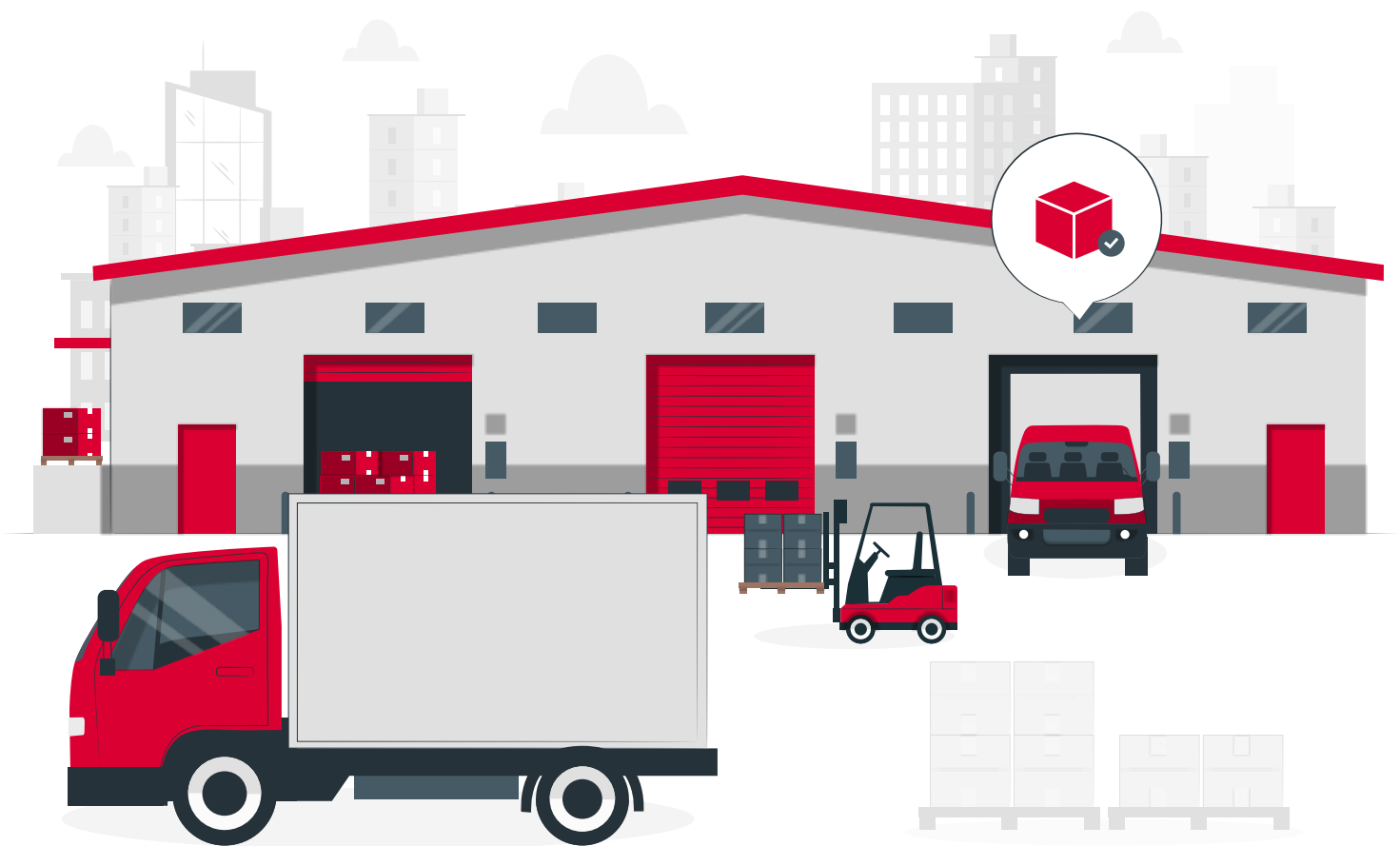
Providers must comply with this Code and make sure it is enforced and performed, and make sure it is made available to their officers, associates, providers, subcontractors and any other third party involved in providing goods or services.

At La Costeña® we value the business relationship with our providers, and consider them as allies for growth, development and innovation. For that reason, it is essential they foster and enforce in their operations our ethics and conduct values and commitments.

This document is linked to the Code of Ethics and Conduct of La Costeña®, and also to our internal policies which you can find and are available at our web site <https://www.lacostena.com.mx/es/integridad-y-etica/>.

**Senior Management of Conservas La Costeña, S.A. de C.V.**

# Conduct Guidelines For Providers Of La Costeña®



# Ethical Compliance And Behavior

**COMPLIANCE OF LAWS.** Providers must comply with the laws and rules in effect, of a labor, tax, migration, safety and hygiene, environmental and civil nature, and all other laws applicable thereto, both inside La Costeña® premises and in its everyday operations.

**FREEDOM OF ASSOCIATION.** Providers must be respectful of their associates' rights to select, and legally and peacefully join the union of their preference.

**ECONOMIC COMPETITION.** Our provider must comply with the economic competition laws in carrying out all its activities, and prevent monopolistic practices that restrict free competition. In addition, they must use ethical marketing methods and not incur unfair competition.

**MONEY LAUNDERING PREVENTION.** Our providers must abide by the money laundering prevention laws, and implement measures and procedures needed to prevent and detect acts or operations with illicit funds. Additionally, they must ensure that all their operations and transactions are performed with funds of a legal origin.

# Ethical Compliance And Behavior

**ANTI-CORRUPTION.** Provider must be aware that it is prohibited by law to give or accept any bribery or gifts at La Costeña® that may influence public servants or third parties aimed at obtaining business benefit, permits or advantages. It is unacceptable for La Costeña® to condition, under no circumstances, any negotiation or business relationship in exchange for gifts, such as courtesies, presents, trips, meals, discounts, payment in cash or kickback to the benefit of our associates or their family members. Provider must report any illicit behavior or conditioning of negotiations, receipt of materials or services, and management of payments by our associates.

Our business partners assume the commitment to act at all times under the law, the Code of Ethics and Conduct, and the Anti-corruption Policy of La Costeña®, all available for review at web page of La Costeña® at the following link <https://www.lacostena.com.mx/es/integridad-y-etica/>.

**FRAUD PREVENTION.** Provider and its associates must not take part in fraudulent acts, that is, to mislead or take advantage of anyone to obtain undue advantage, and must implement measures to prevent and discover said conducts.

# Human Rights

**Equality At Work, Non-discrimination And Gender Equality.** At La Costeña® and in all our supply chain, we treat all persons with dignity, respect and integrity. Our providers' associates must have equal opportunities and prevent any discrimination regardless of race, religion, nationality, skin color, gender, sexual orientation, age, disabilities, political opinions, trade-union memberships, social origin and nationality.

No harassment, threat, intimidation or abuse, whether oral, sexual, physical or psychological, must be allowed. Everyone should have a safe and fair work environment.

**At-will Work.** Both La Costeña® and its providers must comply labor matters in the following conducts:

- a) Hiring of minors based on the political Constitution, international
- b) Treaties and the federal and local laws. Forced or inhuman work means any type of work or service which does not guarantee labor and human rights, and in which associates are threatened to be punished.
- c) To get involved in, support and even fail to report human trafficking and sex trade.
- d) To withhold documents of associates such as: IDs, passports, work permits or any personal deposit as a condition to continue working.

# Human Rights

**WORK HOURS AND COMPENSATION.** Providers of La Costeña® must comply with the labor laws and supply their associates with wages sufficient to pay for their basic needs and those of their families, and also to enjoy their rest days, vacation periods, maternity and paternity leave, the right work hours, and that they are paid overtime worked, if any, under the law.



# Safety And The Environment

**HEALTH AND SAFETY.** At La Costeña® we required that our providers promote that their associates work in a healthy and safe environment. Also, that they take all required measures to prevent potential accidents at work and have proper emergency evacuation procedures, drills, and fire detection and extinction equipment, and also the right emergency exits. Also, that they provide their staff with the required safety equipment considering their activities risks.

**THE ENVIRONMENT.** Provider must ensure that its environment footprint is reduced and its premises comply with all environmental standards in effect. This includes disposal of waste, gas emissions, thermal discharges, water use, handling of wastewater and toxic substances, and also storage and disposal of hazardous waste. Provider must also check that all inputs and components used in its processes were legally obtained under the applicable international and domestic laws and treaties.

Also, in the event of providers in agricultural matters, they must advance compliance with biodiversity, agricultural frontier, regeneration of ecosystems, preservation of hydrological basins, efficient water use, use of renewable energies, circularity of materials and implementation of good agricultural, industrial practices.



# Product Quality And Traceability

**PRODUCT QUALITY.** All products and services offered by La Costeña® to its customers fulfill the safety, innocuity and quality standards required by the laws in Mexico, and its country of destination, if any, and also any good manufacturing practices; consequently, we require our providers to comply in a similar way and supply their applicable products and services ensuring said standards.

**PRODUCT TRACEABILITY.** La Costeña® is knowledgeable of the requirement for full traceability for its products, to confirm safety and health concerns for its consumers; in this regard, providers must implement procedures to guarantee said traceability of inputs they supply to company.



# Confidentiality, Protection Of Personal Data And Intellectual Property

**CONFIDENTIALITY.** Provider assumes the commitment to handle all information provided by La Costeña® as confidential, whether in writing, oral, visual, electronic or any other manner. This means that provider, its officers, associates and any third party who needs to know this information, may not disclose or transmit it. Additionally, its officers, associates and any other third party related with provider must exercise secrecy in regard to their business with La Costeña®.

**PERSONAL DATA PROTECTION.** Provider assumes the commitment to comply with any applicable personal data protection laws. Also, it assumes the commitment to process any personal data received from La Costeña® in accordance with the legislation in effect and the company's privacy notices.

**INDUSTRIAL AND INTELLECTUAL PROPERTY.** Our business partners must ensure that the services or goods provided to company do not infringe any third parties' intellectual property rights.

# Conflict Of Interest, Transparency And Accounting Records

**CONFLICT OF INTEREST.** Provider must prevent any actual or potential conflict of interest during the business relationship, and ensure that any business decisions with La Costeña® are not influenced by any personal (family, friendship, etc.) relationships.

**TRANSPARENCY AND OBJECTIVITY IN THE PURCHASING PROCESS.** At La Costeña® we guarantee transparency, objectivity and truthfulness in our purchasing processes and requirements. Consequently, we request our providers to implement procedures that foster said values.

**ACCOUNTING RECORDS AND TAX COMPLIANCE.** Provider assumes the commitment to keep accounting records in accordance with applicable domestic and international standards, and to comply with its tax obligations in a responsible manner in all locations it carries out operations.

# Relationship With Providers

Listening to providers enables us to know their concerns and doubts, and maintain sustainable relationships, based on mutual respect. Therefore, in the event of any question related to compliance or suggestion for improvement of this Code, please contact the Committee of Ethics and Conduct of La Costeña®.

If provider engages in illegal or unethical behavior or violations of the Code of Ethics and Conduct, that must be reported in a confidential and anonymous manner to the following link: <https://denuncia.lacostena.com.mx:8447/>.

In order to ensure compliance with this Code, provider agrees that La Costeña® may request it information and evidences related to conduct and ethics in their mutual relationship, and even carry out visits, whether directly or via third parties, to provider's business centers.

In case of departures from this Code, La Costeña® will request provider to remedy them within a reasonable period of time. The business relationship between provider and company may terminate in case of recurrence or serious infringement of the conducts described herein.

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