

OUR CODE OF CONDUCT

ETICA Consulting and Training

2009



A business must draw up a code of ethics with the objective of safeguarding itself and letting its good social and environmental practices be known.

We have created ETICA Consulting and Training based on human values that are respectful to the environment.

The objective of our code of ethics is to formalize our actions and our work in favor of what is ethical, fair and respectful to fellow men, with the purpose that anyone can refer to this document.

This code allows for warning when one of its points is not totally respected, and for timely corrective action.

Our code of ethics describes the actions and values by which we are committed to abide. Likewise, the actions that we reject and refuse to include in our organization also appear.

Our objective is to assist small- and medium-sized businesses to formalize their objectives over sound bases, helping them to develop in the best way, while respecting ethics in commerce and creating a sustainable business.

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e are committed to:

- Respecting the law.
- Giving priority to national industry.
- Respecting workers rights (carrying out social dialogue).
- Always paying our subcontractors punctually and over the minimum wage.
- Choosing our subcontractors in accordance with our ethical criteria and their moral qualities.
- Knowing the origin of our products and their fulfillment of respect to human rights, the environment, etc.
- Respecting ISO norms in terms of management.
- Verifying our suppliers' and clients' criteria
- Including corporate social responsibility in every moment of development of our business
- Not participating in the financing of political parties.
- Always acting in accordance with our professional and personal conscience, and not letting personal interests interfere with our business.
- Respecting the environment, using recycled paper, whitened without bleach or banana-based, and depending on the circumstances, with natural ink for all of our print-outs and/or publicities
- Keeping print-outs to a minimum
- Not wasting paper, pamphlets are limited and we give priority to information via electronic mail
- Using energy-efficient light bulbs
- Not using sprays that are damaging to the ozone layer.
- Using water only when necessary (limiting our consumption of potable water).
- Using organic, biodegradable, or natural cleaning products

- Favoring products that are reusable
- Minimizing the use of personal vehicles, favoring bicycles, walking or public transportation out of respect for our planet.
- Reducing our CO₂ emissions.
- Minimizing our trips by airplane.
- Protecting the rights of flora and fauna
- Not investing in stock markets or trading associations.
- Performing every year and sustaining a micro-business

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e do not work with business that:

- Perform animal testing.
- Are implicated in projects that destroy the local and/or global flora and/or fauna, or that participate in activities that contribute heavily to global warming.
- Compromise pro-environment or pro-liberty projects
- Do not respect the freedom of the press.
- Are recognized for paying an unjustifiably low salary to their employees.
- Do not respect the human rights defined internationally (the Universal Declaration of Human Rights, the international pact of civil and political rights) and by Amnesty International.
- Do business with other companies known for being unethical and not ecological
- Have in the past hired ETICA Consulting & Training "*consulting package*" and have not followed the established code of ethics. In this case they will have lost their seal due to bad practices.