

CODE OF ETHICS

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1. Introduction

The content of this document must be applied in all the entities that make up the SIGMA GROUP.

As part of SIGMA's Data Protection Governance Model, we have adopted a Code of Ethics that sets out the principles with which all workers must comply, including employees and service providers (natural and legal persons). These principles are essential to our business and to what we do, which is why we must all know them and understand how our behaviour affects the entire company.

2. Our ethical principles

Our Code of Ethics currently consists of the following thirteen principles:

1. Comply with applicable laws and regulations.
2. Look after the interests of clients and always maintain a professional and independent stance.
3. Treat both the information provided by the client and the company's information as confidential.
4. Offer a personalised service, adapted to the needs and circumstances of each client.
5. Avoid conflicts of interest whenever possible and inform the affected parties when they arise or are expected to arise.
6. Reject and not take part in, carry out or encourage bribery, extortion, blackmail or fraud in any of its forms.
7. Make responsible decisions that always take into account the safety, health and well-being of people, and promptly report any factor that may endanger people or the environment.
8. Use resources exclusively for professional purposes, on matters directly related to the work and responsibilities entrusted by the company at any given time.

9. Maintain and improve professional competence and not perform tasks for which one lacks the necessary knowledge or experience without first disclosing such limitations.
10. Treat all people politely and fairly, and not carry out, take part in or encourage acts of discrimination or workplace harassment in any of their forms.
11. Seek, accept and offer honest and constructive criticism of work performed, and give due credit to the work of others.
12. Not cause harm to people, property or facilities, or to third parties, their property, reputation or employment, through false testimony or malicious actions.
13. Help co-workers and subordinates in their professional development and support them in following the Code of Ethics.

Without prejudice to any liability that may arise, failure to comply with these principles shall constitute a very serious offence that may lead to disciplinary measures, including termination of the employment or service contract.