

Code of Conduct - Aromateca RD

Purpose of this Code

The purpose of this Code of Conduct is to clearly define the framework of action and expected behavior from our employees regarding daily interactions with clients, suppliers, government authorities, regulatory entities, colleagues, the environment, and society at large. These guidelines align with the company's Mission, Vision, and Corporate Values.

Based on our corporate mission and values, the following specific areas are outlined:

- Workplace relations among employees.
- Client and supplier relations.
- Community and environmental relations.
- Government relations and commitments.

Our People: Our Greatest Asset

At Aromateca RD, we believe our most valuable asset is our people. We are committed to fostering a respectful work environment regardless of job position. We encourage open communication where employees can express ideas, listen to others, and consider different perspectives to make well-informed decisions.

We recognize our employees' professional and personal development goals, striving to align company needs with individual aspirations. We also support training and development initiatives that enhance personal, family, and professional growth.

Aromateca RD promotes a healthy, transparent, and honest work environment based on teamwork, solidarity, and a service-oriented mindset. We encourage constructive feedback and open discussions about process improvements. Employees are expected to identify issues, take responsibility, and work collaboratively toward solutions.

Conflict of Interest Policy

Aromateca RD maintains a strict policy against personal conflicts of interest. Employees must disclose any personal involvement in the purchase, sale, or provision of services related to the company's operations. Failure to report such conflicts may result in termination for concealing critical information that could impact company operations.

Internal Conduct Standards

We hire employees whose values align with those of Aromateca RD. Our team is guided by our mission and core values in every action and decision.

Hiring Family Members

While Aromateca RD generally avoids hiring family members, exceptions may be made if the candidate possesses the required skills and qualifications. In such cases, the candidate must disclose any family ties during the recruitment process. Failure to do so may result in termination if discovered later.

IT and Systems Use Policy

Aromateca RD invests in maintaining up-to-date IT systems with valid licenses. Employees authorized to use company computers will receive training on proper system use and cybersecurity best practices. Personal internet use, including social media and personal calls, is restricted during work hours.

Health, Safety, and Workplace Environment

We are committed to ensuring that all workstations meet appropriate health and safety standards. Any potential hazards should be reported immediately to maintain a safe working environment.

Political and Religious Neutrality

Aromateca RD respects employees' religious beliefs but prohibits proselytizing or religious promotion in the workplace. Employees are free to participate in religious events outside of work hours.

Client and Supplier Relations

Our clients are at the heart of everything we do. We strive to build trusting relationships by understanding their needs, offering tailored solutions, and providing the best value in terms of quality and price.

We maintain open, professional communication with suppliers, ensuring mutual support for technical and commercial growth. We establish clear agreements on quality standards, delivery timelines, and confidentiality commitments.

Confidentiality Policy

We are committed to safeguarding confidential information received from clients, suppliers, and internal sources. This includes formulations, manufacturing processes, sales data, pricing, and business strategies. Employees must sign a confidentiality agreement upon hiring.

Gifts and Entertainment Policy

Aromateca RD prohibits offering or accepting gifts that could influence business decisions. Occasional business lunches or factory visits may be arranged for professional purposes but must be disclosed and approved by management.

Anti-Bribery Policy

We have a zero-tolerance policy for bribery. Any employee found engaging in or soliciting bribery will face immediate termination and potential legal action.

Environmental Responsibility

Aromateca RD is committed to environmental sustainability by using resources responsibly, managing waste efficiently, and supporting environmental initiatives. We encourage employees to adopt eco-friendly practices both at work and at home.

Media and Public Statements

Only the General Manager is authorized to represent the company in media statements. All client-related communications must be handled by the Commercial Department, ensuring a consistent and professional message.

Corporate Social Responsibility

Aromateca RD is dedicated to supporting underprivileged communities through educational and social development programs, particularly for children and young people. We encourage active participation from all employees in these initiatives.

Compliance with Laws and Regulations

We comply with all relevant legal requirements, including product registrations, manufacturing standards, and tax reporting. We commit to conducting business transparently, ethically, and within the law.

This Code of Conduct reflects our commitment to integrity, respect, and professionalism in every aspect of our operations. It serves as a guide for employees, clients, and suppliers, ensuring ethical and responsible business practices at all times.