



Real Casa de la Moneda  
Fábrica Nacional  
de Moneda y Timbre



# ***SUPPLIER CODE OF CONDUCT***

***FNMT-RCM***

October 2017

## Preface

The Fábrica Nacional de Moneda y Timbre – Real Casa de la Moneda, is a public business entity attached to the Ministry of Public Finance and Administration. Its Mission Statement is to develop a public interest activity while building a trustworthy relationship in the products and rendered services for Public Administrations, citizens and general public.

In line with its commitment to a sustainable entrepreneurship, the Corporation activity is based on quality, efficiency and security with honesty, integrity, and social responsibility. Such specific values have made the FNMT-RCM to get the appreciation of both customers and citizens.

The FNMT-RCM is engaged to principles of social responsibility. We have therefore developed this Code of Conduct and we require our suppliers, essential partners in our industry, to make every effort to comply with it by establishing and upholding management systems to ensure the observance of the highest ethical standards for all its business practices.

# FNMT-RCM Suppliers Compliance Statement

## **PERSONNEL**

The FNMT-RCM expects its suppliers to conduct their activities in a manner that respects human rights as set out in the Universal Declaration of Human Rights.

Therefore, our suppliers shall:

- Provide fair remuneration and comply as a minimum with wages and maximum number of working hours laid down in the applicable laws.
- Ensure equality of opportunity and treatment in respect of employment without discrimination on grounds of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age.
- Respect the personal dignity, privacy and rights of each individual.
- Refrain from any form of forced labour, refusing to employ or make anyone work against his will as well as not permit any form of exploitative child labour.
- Treat all employees with dignity and respect and will not use any threats of violence, exploitation or sexual abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- Recognize and respect the right of employees to freely associate.
- Assume responsibility for the health and safety of its employees by establishing a management system in compliance with applicable rules relating to occupational risks prevention.
- Control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases.

## **ENVIRONMENT**

The FNMT-RCM expects its suppliers shall actively strive to reduce or minimize any negative environmental impact from their activities, products and services by establishing, amongst other, the following practices:

- Improve energy efficiency, and reduce water and other resources consumption.
- Take precautionary pollution prevention measures.
- Hazardous substances and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.
- Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be controlled and treated as required prior to discharge or disposal.
- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated by operations are to be controlled and treated as required prior to discharge.
- Action plans must be established to progressively minimize or eliminate the sources of contaminants.
- Provide adequate resources to set up and/or use a rational environmental management system.

## ***BUSINESS ETHICS CODE***

The FNMT-RCM considers values of Integrity and Trust essential for the maintenance of trade relations. Suppliers shall comply with the applicable laws in all its activities, as well as in the exercise of the contractual commitments made. They shall also observe corporate and commercial integrity and honesty in the performance of its task with special attention to the following principles:

- Promote and maintain a fair and open business environment, to avoid improper business practices.
- Transfer of technology and know-how is to be done in a manner that protects intellectual property rights.
- Avoid improper uses or disclosures of any confidential information or trade secrets by reason of a business relationship with the FNMT-RCM.
- Do not use anti-competitive business practices such as cartel agreements for price-fixing or other practices that attempt to distort free competition.
- Do not offer bribes, kickbacks or any other improper benefits to FNMT-RCM employees seeking to gain in return favourable treatment or affect the transparency of any supply or service procurement procedures.
- Conflicts of interest: suppliers will not negotiate directly with any employee of the FNMT-RCM who has economic interests with respect to the supplier. This includes the spouse, the domestic partner, or any other family member or relative down to the fourth degree of kinship, or the third degree of affinity.
- Improve the anti-corruption efforts to detect and prevent crimes associated with fraud, embezzlement and laundering of funds.

## Conclusion

The Corporate Social Responsibility principles are an integral part of the FNMT-RCM General Contract Terms and Conditions and of any bidding Particular Terms and Conditions. Therefore, all contracted companies shall have to observe them, thus incorporating the requirements for obligatory compliance to its own staff (employees, managers, or partners) and, where appropriate, subcontractors, in order to set the appropriate measures to promote its implementation.

In this regard, the FNMT-RCM will conduct systematic surveys to all its suppliers to know the degree of development attained in the implementation of corporate social responsibility policies.

In addition, the FNMT-RCM is entitled to conduct assessments (if required) to review whether the required actions conform the levels of compliance and data reflected in the surveys.