

P.G.CL.00004 Supplier Code of Conduct - English version

Versión (2.0)



Título	P.G.CL.00004 Supplier Code of Conduct - English version		
Fichero	6.- Supplier Code of Conduct.docx		
Versión	2.0	Fecha Versión	04/09/2023
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Fecha Revisión	28/08/2023		
Aprobado por	FRANCISCO FERNANDEZ CERVANTES		
Fecha próxima revisión			
Fecha Aprobación	04/09/2023		

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SUPPLIER CODE OF CONDUCT

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1. Changes from previous versions

- Inclusion of the current section
- Modified section 3.1 "Ethical business transactions"
- Inclusion of section 5. Related Documents

2. Purpose and scope

In its commitment to sustainable business management, the Fábrica Nacional de Moneda y Timbre - Real Casa de la Moneda (hereinafter the "FNMT-RCM") carries out all its activities according to the principles of quality, efficiency and safety, in an integral, honest and socially responsible manner. It is these unique values that have earned FNMT-RCM the trust of customers and citizens.

The FNMT-RCM is committed to the principles of social responsibility and has included them in its Code of Ethics or Conduct, trusting that its suppliers, essential collaborators in its work, will establish and maintain management systems to guarantee these principles, thus assuming the commitment to observe high ethical standards in the performance of their industrial and commercial activity.

The Code of Ethics or Conduct reflects the Entity's commitment to the principles of business ethics, integrity and transparency in all areas of activity, establishing a set of principles and guidelines for conduct that can be extended to suppliers providing services to the FNMT-RCM.

3. Ethical Commitments of FNMT-RCM Suppliers

3.1 Ethical business transactions

FNMT-RCM considers integrity, trust and respect for the law to be essential requirements for the maintenance of its business relations. Its suppliers shall carry out their activity in compliance with the relevant legislation in force at all times, and with the commitments acquired in the contracts entered into, taking business and commercial integrity and honesty as fundamental pillars, with special attention to the following principles of action:

- ◆ Promote an open and fair business environment, avoiding unfair

competition.

- ◆ Respect industrial and/or intellectual property rights when transferring technology and know-how. Not disclose or misuse confidential information obtained in the course of the business relationship with the FNMT-RCM.
- ◆ Not engage in irregular trade practices such as association for price levelling or fixing or other anti-competitive practices.
- ◆ Not offer bribes, illegal payments or any gift or handout to FNMT-RCM employees that are intended to condition favourable treatment or affect the transparency of the procedures for the procurement of any types of goods or services.
- ◆ Conflict of interest: suppliers shall not deal directly with any employee of the FNMT-RCM whose spouse, partner or other family member or relative up to the fourth degree of consanguinity or third degree of affinity has a financial interest in the supplier.
- ◆ Promote anti-corruption surveillance and prevention measures in its field of action to prevent and detect activities such as bribery, fraud, money laundering and embezzlement.

Sales agents and intermediaries acting on behalf of the FNMT-RCM are required to identify themselves as representatives of the FNMT-RCM when dealing with public authorities in the course of their activities. The maximum limit on the amount of gifts and hospitality received and granted, which is set out in the FNMT-RCM Code of Ethics or Conduct, also applies to agents and intermediaries working on behalf of the FNMT-RCM. In the event that gifts or hospitality exceeding the maximum limit are provided, they are obliged to register them, and to inform the FNMT-RCM.

3.2 Protection of human and labour rights

FNMT-RCM suppliers shall respect and promote universally recognised fundamental human and labour rights in the performance of their activities.

They shall therefore:

- ◆ Provide fair remuneration in compliance with applicable laws and regulations governing wage and working hours. Promote equal opportunities and treatment for their employees, irrespective of skin colour, race, nationality, social background, disability, sexual orientation, political or religious belief, gender and age.
- ◆ Respect the personal dignity, privacy and rights of each individual. Eject all forms of forced labour, refusing to employ or make anyone work

against their will, and ensure that all forms of child labour are non-existent.

- ◆ Reject any unacceptable treatment of employees, such as threats of violence, sexual exploitation or abuse, verbal or psychological harassment, inhuman or degrading treatment, coercion and corporal punishment, or threats of such treatment.
- ◆ Recognise the right of free association of employees.

3.3 Suppliers' health and safety commitments

FNMT-RCM suppliers shall respect and promote health and safety commitments, and therefore shall:

1. Take responsibility for the health and safety of their employees, establishing a management system in accordance with the applicable regulations on occupational risk prevention.
2. Control risks and take preventive measures against accidents and occupational diseases.
3. Suppliers shall provide their staff with training on security and prevention measures in their workplace and in the services they provide for the FNMT-RCM, as well as awareness-raising actions on the importance of complying with these measures.

3.4 Quality and safety of supplied products and services

All products and services delivered by suppliers shall comply with the quality and safety standards and parameters required by applicable laws, paying particular attention to compliance with the respective contractual clauses relating to prices, compliance with the agreed product or service specifications (product/service quality) and delivery times.

3.5 Environment

The FNMT-RCM expects its suppliers to be committed to achieving good environmental management of their processes and resources by carrying out the following practices, among others:

- ◆ Promote the efficient use of energy, water and natural resources. Take preventive measures against pollution.
- ◆ Identify and manage substances that represent a hazard when released into the environment in order to ensure their proper handling, transfer, storage, recycling or reuse and safe disposal.
- ◆ Control and treat, prior to discharge or disposal, wastewater and solid waste generated in industrial operations and processes.
- ◆ Control and treat, prior to release, atmospheric emissions of

volatile organic substances, aerosols, corrosives, particulates, ozone-depleting chemicals and combustion by-products generated by industrial activities.

- ◆ Establish action plans for the elimination or progressive reduction of the aforementioned polluting components. Provide adequate resources to incorporate and/or maintain an environmental management system in its activity.

3.6 Whistleblowing channel

The FNMT-RCM has established a [Whistleblowing Channel](#) on its website, so that its suppliers can report conduct on the part of a FNMT-RCM professional, intermediary or third party that may constitute an unlawful act or an act contrary to the provisions of this Code of Conduct within the framework of their business relationship with the FNMT-RCM.

Suppliers shall report as soon as possible any of the above conduct of which they become aware as a result of their business relationship with the FNMT-RCM.

All complaints will be studied in depth, listening to the parties involved and ensuring that their rights are fully guaranteed (confidentiality).

4. Conclusions

These principles of social responsibility “form an integral part of the general conditions of contract of the FNMT-RCM” and/or of its particular specifications and/or contracts, and are therefore enforceable on any contracted company, which assumes the commitment to transfer these rules to its own staff (employees, managers and collaborators) and, where appropriate, subcontractors, to establish the appropriate measures to promote compliance with these rules.

In this regard, the FNMT-RCM will carry out systematic surveys of all its suppliers to ascertain the degree of progress made by each of them in the implementation of corporate social responsibility policies.

Likewise, the FNMT-RCM reserves the right to carry out audits of its suppliers, which will allow it to compare the level of compliance with the actions requested and the levels of development shown in the surveys.

5. Related documents

<u>Links to related documents (In Spanish)</u>
<u>P.G.CL.00004.0101 DECLARACIÓN INFORMATIVA Y DE CONFORMIDAD. AGENTES EXISTENTES</u>
<u>P.G.CL.00004.0201 DECLARACIÓN INFORMATIVA Y DE CONFORMIDAD. AGENTES NUEVOS</u>
<u>P.G.CL.00004.03 FORMACIÓN AGENTES E INTERMEDIARIOS</u>
<u>P.G.CL.00004.04 FORMACIÓN AGENTES E INTERMEDIARIOS - INGLÉS</u>