Article 1. Passion for Work

Passion is a creative force that drives us to start and manage projects and re-define them when we take a different course. Used with discipline leads us to take concrete action towards our goals.

Enjoy every activity you do is encouraging and is the best weapon we have to maintain high levels of productivity. This is why at PIASA, Passion is the number one value because it identifies us as company and has been the basis of our success.

Article 2. Respect for Partners:

At PIASA, we consider employees as our greatest asset. Therefore, we always seek that our employees feel they are an important part of the company, that their efforts contribute to their personal and professional development, reflected in the success of the company.

Every day, we ensure that the working environment is healthy and safe, where employees feel they are respected regardless of their opinions, ideas or activities performed. Likewise, we foster an environment of open communication and trust, we value the time spent in PIASA, so we share the understanding between reconciling work and family life. This is why additional values at PIASA, is the value of family and work, seeking a balance of both personal, family or work activities.

In PIASA we respect the right of workers, always following the rules and regulations determined by law, respecting their information and handling it with absolute confidentiality. We promote equal opportunities in the workplace between internal employees and external candidates, based on talent,
experience, potential and commitment to the values of PIASA, not physical characteristics of the candidate.

**Article 3. Integrity**

A person of integrity is someone who always does the right thing without affecting the interests of others.

At PIASA, another value is Integrity: defined as honesty, integrity and loyalty, which are values that we must always keep in mind to make decisions and take action. These values contribute that PIASA is recognized among its customers and suppliers as a company in which it can support its development. Integrity is applied to all areas of PIASA, from information, transparency in communication, actions and even thoughts of all employees.

**Article 4. Families and Relatives**

At PIASA, we are identified as a family business transitioning to a Corporation. Therefore, decisions on recruitment and staff development are fair and objective.

Immediate family members and partners of employees may be hired as internal or external personnel only when their skills, knowledge, performance, skills and experience are appropriate and necessary the development of the corporation. Compensation and employee benefits, as well as promotions, transfers, issues of confidentiality and penalties will be applied equally to all employees, regardless of family relationship or relation with another partner. This applies even when employees become related after joining PIASA.

**Article 5. Gifts, meals and entertainment**
Everything we do in PIASA is based on the quality and competence, so that employees should not be influenced by others for favors done nor influence others for favors received.

Employees may accept reasonable meals as a business practice and receive symbolic gifts under certain circumstances, but never accept or offer gifts, meals or entertainment if such actions may be perceived as influencing decisions.

Employees should never accept nor offer gifts regardless of its value in the form of: Money, Loans, Bribes or similar monetary benefits.

If an employee is faced with a situation of this nature, he/she shall immediately inform their immediate supervisor and Human Capital or will receive a disciplinary action otherwise.

**Article 6. Discrimination and Harassment**

At PIASA, our goal is to recruit, retain and develop employees with talent and potential, regardless of their ethnicity, nationality, gender, age, disability, social status, health, religion, immigration status, opinion, sexual orientation or marital status.

In the same way, our recruitment and promotion processes are based on the assessment of knowledge, achievements and skills of the individual. The dignity of the employee must be respected; consequently, no verbal, physical or cyber bullying are tolerated for any reason.

**Article 7. Handling of Confidential Information**

It is very important that employees with access to confidential information fully understand that such information is private and disclosing it may cause damage to PIASA, suppliers and or customers.
It is the responsibility of employees, during and after their work in PIASA, to protect the information and not to disclose it outside of PIASA, including family and friends.

Therefore, without exception, all employees must sign a confidentiality agreement that holds them accountable of protecting such information.

Confidential information is defined as: formulas, processes, procedures, ingredients, customer and supplier information, financial information, personnel information, administrative changes and or any internal information and data.

Failure to do so, PIASA may initiate legal and administrative sanctions.

Article 8. Competency and Commercial Law

At PIASA we are prepared to compete successfully, we are committed to free competition by following legal and regulatory frameworks.

We recognize the importance of laws that prohibit trade restrictions, predatory economic activities and unethical, deceptive or unfair business practices. We are committed to the following rules that involve consumers, customers, suppliers and competition:

• Conduct trade and set prices independently and no formal or informal agreements with competitors or unrelated parties.
• Treat customers and suppliers fairly. Customers or markets are not assigned to PIASA or its competitors, but are the result of fair competition.
• All employees, especially those involved in marketing activities, sales, purchasing or in frequent contact with competitors must be familiar with applicable trade laws. If you have doubts, you should approach your manager and or Human
Capital to receive advice and training on such laws and regulations.
• Employees must avoid unfair or deceptive practices, products and services must be presented with transparency.
• Select suppliers based on their skills and communicate that are expected to participate in fair competition.
• Never make comments, statements or assumptions about products or services from our competitors without knowledge of the facts.

**Article 9. Compliance with Laws, Rules and Regulations**

PIASA has always been and will continue to be in full compliance with the laws, rules and regulations. Such compliance should never be compromised by any employee working at PIASA. Employees must ensure compliance with the rules of internal labor regulations, these rules are applicable internally and may go beyond the requirements of the law.

**Article 10. Fraud Protection and Proper Use of Assets**

PIASA

Based on our values of honesty, integrity and respect, no employee should engage in actions or situations involving fraudulent property, assets or financial records that belong to PIASA. Failure to do so may result in disciplinary actions and even criminal charges. All financial records at PIASA are the foundation to managing the business effectively and to meet its regulatory obligations, therefore all books and records should reflect the appropriate components of transactions. It is expected full cooperation from employees with internal and external auditors and not to forge any information under any circumstances. Disciplinary and criminal actions may be taken against those employees who do not follow this rule.
All employees must protect PIASA’s assets, including tangible assets such as facilities, equipment, machinery, vehicles, etc. and intangible assets such as formulas or confidential and privileged information. Therefore, employees must use them with proper care and efficiency. They must also protect them against loss, damage, misuse, theft, fraud, embezzlement and or destruction. All resources must be used exclusively for PIASA’s benefit.

At PIASA, we do not intend to monitor the content of email messages, Internet access or saved files, but we reserve the right to do so in order to control and inspect such information as well as the way in which it is used. Employees must be accountable for taking the necessary measures to prevent unauthorized access to information and protect passwords and access to our networks.

It is strictly forbidden to reproduce any licensed software under PIASA and to use or distribute software not authorized by PIASA or obtained by illegal means where PIASA does not own the license.