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1. OBJECTIVE.

To set out our moral and professional principles as a guide for establishing our standards of conduct.

2. SCOPE.

Applies to all company personnel nationwide and to all stakeholders.

3. RESPONSIBLE.

Preparation and updates: Board of directors through General Management.

Tracking, monitoring, and resolution of incidents: Human Resources.

Application: All members of the organization are responsible for complying with and upholding the Code of Ethics.

4. REFERENCE DOCUMENTS.

- General Labor Law
- Declaration of Human Rights

5. DESCRIPTION.

Below is the Ethics Manual, which establishes the principles and expected behavior in our organization. This document guides the professional and moral conduct of all staff and stakeholders.

6. DEFINITIONS.

Values: They are virtues, principles or qualities that determine the attitude and behavior of an individual in society.

Human Rights: Human rights are standards that recognize and protect the dignity of all human beings. These rights govern how individuals live in society and relate to one another, as well as their relationships with the state and the state's obligations toward them.


Equality: It is the identical treatment that an organization, state, company, association, group or individual gives to people without any type of reservation due to race, sex, social class or other plausible circumstance of difference or, to put it more practically, it is the absence of any type of discrimination.

Equity: An ethical and normative principle associated with the idea of justice; under this concept, the aim is to address the needs and interests of individuals who are different, particularly those who are at a disadvantage.

Inclusion: The ability to allow a person to be accepted and participate in a group, so they can contribute their own skills and benefit from those of others, regardless of their ability, ethnicity, age, religion, or gender identity.

Disability: Lack or limitation of some physical, motor, intellectual, auditory, visual, mental/psychic or multiple faculty, which makes it impossible or difficult for a person to carry out their activity.

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Gender identity: Concept that one has of oneself as a sexual being and the feelings that this entails.

Sexual orientation: Refers to who you are attracted to and who you feel romantic, emotional, and sexual attraction to.

LGBTIQA+ Community: Group of lesbian, gay, binary, transgender, intersex, queer and asexual people.

Discrimination: Any form of distinction, exclusion, restriction, or preference based on sex, color, age, sexual orientation or gender identity, origin, culture, nationality, citizenship, language, religious creed, ideology, political or philosophical affiliation, marital status, economic, social, or health status, profession, occupation or trade, level of education, different abilities and/or physical, intellectual, or sensory disability, pregnancy, origin, physical appearance, clothing, surname, or any other reason whose purpose or effect is to nullify or impair the recognition, enjoyment, or exercise—on an equal basis—of human rights and fundamental freedoms recognized by the Political Constitution of the State and international law. Affirmative action measures shall not be considered discrimination.

Workplace harassment (workplace abuse): Any incident in which a person is abused or mistreated in circumstances related to their work. These situations can be caused by bosses, coworkers, or at any level of the organization, and can produce fear, contempt, terror, or discouragement.

Sexual Harassment: Behavior with a sexual tone, such as physical contact and advances, sexual remarks, the display of pornography, and verbal or physical sexual demands. This type of conduct can be humiliating and may constitute a health and safety issue; it is discriminatory when the person has reasonable grounds to believe that refusing could cause problems at work, including in hiring or promotion, or when it creates a hostile work environment.

Violence: Any action or omission, whether overt or covert, that causes death, suffering, or physical, sexual, or psychological harm to a person, resulting in damage to their property, finances, employment, or any other area.

Corruption: Any act and/or decision that benefits a person or group of people, seeking to obtain an undue benefit or advantage, for the person acting or for third parties, which goes against the law and moral principles.

Slavery: A system in which people are treated as property and are under the absolute control of their owners, without basic rights or freedoms.

Child labor: Employment of minors in work activities, generally dangerous or inappropriate, that affect their health, education and development.


Labor exploitation: The practice of abusing workers, depriving them of their rights, safety, and decent working conditions.

7. VALUES.

At Matriplast we highlight the following values (*reference document GCA-MAN-001*):

- **HONESTY:** Tell the truth and act transparently by doing what is right.
- **LOYALTY:** Value and honor the trust the company places in you.

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- **HUMILITY:** Acknowledge your mistakes and avoid boasting about your achievements. Appreciate what you have and always remain grateful.
- **RESPECT:** Treat others, as you would like to be treated. Follow company rules and procedures, protect the environment, and maintain a clean and orderly workplace.
- **RESPONSIBILITY:** Fulfill your obligations and assume the consequences of your actions and decisions.
- **PASSION:** Do your work with enthusiasm and commitment to achieve the established objectives.
- **TEAMWORK:** Use your time well and value the time of others by listening, participating, and collaborating with your colleagues.

8. HUMAN RIGHTS.

The company works to support and respect universally recognized human rights, understood as the set of universally accepted, legally recognized and guaranteed prerogatives and principles that ensure human dignity at the personal and professional levels at all levels of the organization, within the framework established by the Plurinational State of Bolivia.

We promote the comprehensive right to health through membership in the National Health Fund (CNS).

9. DISCRIMINATION.

The company does not carry out or sponsor any type of discrimination based on origin, race, marital status, gender, sexual orientation, age, disability, political or union affiliation, language, religion, opinion, economic status, displacement, emigration, demobilization or any other type of discrimination when hiring, remunerating, training, promoting and/or dismissing its personnel for reasons established in the General Labor Law.


Law 045, the Law against Racism and All Forms of Discrimination, applies to Matriplast. This law establishes mechanisms and procedures to prevent and sanction acts of racism and all forms of discrimination, in accordance with the Political Constitution of the State and international human rights treaties (*reference document GGR-DOC-002, Policy against Harassment, Violence, and Discrimination*).

10. LABOR REGULATIONS.

We comply with the labor regulations in force in the Plurinational State of Bolivia, a principle incorporated into the Social Responsibility, Industrial Safety, Occupational Health, and Environmental Policy. Matriplast has incorporated the necessary procedures into its management system to ensure compliance with legal standards for occupational health and safety.

11. WORK ENVIRONMENT.

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❖ Organizational climate:

We promote safe and suitable work environments, maintaining friendly, respectful, and polite treatment.

Communication channels are open and available to all levels of the organization. They facilitate the sharing and expression of ideas, and the receipt of feedback from stakeholders. Interdepartmental and interpersonal cooperation is encouraged to foster greater communion among all members of the organization.

❖ Infrastructure and equipment:

We strive to maintain safe and adequate work environments by implementing an occupational health and safety program (*reference document SST-EXT-015 NTS-009 Presentation and Approval of PSST*), through a policy of constant investment to improve buildings, facilities, equipment, machinery, technology and other tools necessary for the favorable development of our activities.

❖ Training and promotions:

We implement training plans to expand, strengthen, and update staff knowledge. We offer professional growth opportunities through a career plan that enables advancement and promotion for all staff based on their competencies and performance evaluations (*reference document ADM-PLN-001 Career Plan*).

12. EMPLOYMENT IS FREELY CHOSEN.

Matriplast does not use or sponsor the use of forced labor in any of its forms:

- Slavery.
- Child labor.
- Labor exploitation.

The company does not require or allow any employee to leave original identification documents in safekeeping, nor does it withhold part of the employee's salary, benefits, or belongings in order to force them to continue working for the company.

Employees have the right to leave the company after completing their workday, following the procedures defined by the company in its internal regulations, in accordance with the provisions of the General Labor Law.

Staff are free to terminate their employment by giving advance notice to the Human Resources department within a reasonable period of five business days.

It does not use or permit any type of forced labor. All work performed is voluntary, and all company employees are free to terminate their employment contracts at any time.


The company hires personnel in accordance with current laws and the Ministry of Labor.

13. RIGHT TO ASSOCIATION.

The company declares the right of free membership for workers who so wish to join the Matriplast Workers' Union, with the exception of representatives who hold administrative and/or confidential positions (PDC).

The company allows all workers to freely associate to protect their rights or to carry out collective bargaining. Through their delegates, they can perform representative functions and

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communicate to Senior Management their concerns, suggestions, complaints, or claims related to the work environment or the treatment received from their colleagues, supervisors, bosses, or managers.

The company maintains a tolerant approach and does not take any action against employees who participate in associations or who voluntarily express concerns, suggestions, complaints, or claims.

14. SALARIES AND BENEFITS.

Matriplast defines the payment terms in the employment contracts established at the beginning of the employment relationship, ensures that the wages paid always comply with established legal regulations, and guarantees that no deductions are made from wages as a disciplinary measure.

A pay period and pay stub have been established for each company employee, detailing their income and deductions made for health insurance contributions, contributions to the Management Company, taxes, as defined by national legislation, and any other deductions formally approved by the employee.

The organization declares that no irregular hiring practices are carried out and that the procedures defined for the selection and hiring of personnel are followed (*reference document ADM-PRO-001 Personnel Recruitment and Selection Procedure*).

The company pays its employees a fair wage for all work performed. Payments are made according to contractual terms. Pay calculations are transparent to all employees, including calculations for: daytime hours, nighttime hours, Sunday pay, production bonus, transportation, overtime, and other benefits.

Social benefits are remunerations from the company to its staff in accordance with current law (Social Security, Five-Year Period, Christmas Bonus, Vacation, Breastfeeding, etc.).

15. WORKING HOURS.

The company's working schedule helps maintain a balanced quality of life between work and personal life. Within working hours, staff production and/or work times are monitored, with the goal of providing fair compensation, consistent with the contractual terms established at the beginning of the employment relationship and within the current legal framework.


All employees are required to comply with the normal working hours defined in their current employment contract, which are applicable under the General Labor Law.

16. REGULAR EMPLOYMENT.

The employment contracts entered into between Matriplast and its employees are based on the General Labor Law in force in the country.

The employment relationship between the company and its contracted personnel is based on labor legislation, establishing contracts, working hours, payment of social benefits, offering stability, job security, and promoting professional development.

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17. SUBCONTRACTING AND WORK FROM HOME.

For subcontracted work, the company draws up employment contracts that establish the terms under which the outsourced services will be performed; these contracts are concluded by mutual agreement between the parties and comply with general labor law.

Subcontracted companies or services are responsible for the selection of their personnel and, ultimately, for their working conditions. They must ensure full compliance with current laws applicable to their activity. Furthermore, the company must require that subcontracted personnel have an employment contract that ensures they are provided with appropriate safety equipment for the work to be performed, and that they have been inducted or trained prior to starting their work. This ensures that subcontracted personnel enjoy similar employment conditions and guarantees as workers hired directly by the company.

The teleworking or work-from-home arrangement applies to administrative staff due to the nature of their duties. To this end, the company provides a laptop, secure VPN, and safe internet access to Matriplast's computer systems. The Administrative and Human Resources Departments, in coordination with each area's management, authorize the situations in which employees may or should work under this arrangement.

18. WORK OF WOMEN AND VULNERABLE GROUPS.

Vulnerable groups are those whose enjoyment and exercise of their fundamental rights are systematically affected by widespread disregard for a specific situation or condition they share.

Vulnerable populations include women, homeless youth, migrants, people with disabilities, older adults, and the indigenous population, among others.

Matriplast does not discriminate against women and vulnerable groups, but rather seeks ways to promote:

- Equal pay between genders and groups.
- That there is no professional segregation (assignment of certain occupations solely because of belonging to said group).
- Work-family balance.

Matriplast complies with the General Labor Law.

Matriplast informs and disseminates the definitions and rights of women and vulnerable groups, to raise awareness among all its members.


19. CHILD AND MINOR LABOR.

The International Labor Organization (ILO) defines work as any work that deprives children of their childhood, their potential, and their dignity, and that is harmful to their physical and psychological development, violating their rights.

Child labor refers to:

- It is dangerous and harmful to the physical, mental or moral well-being of the child; and/or

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- It interferes with their schooling by: depriving them of the opportunity to attend classes; forcing them to leave school early; or requiring them to combine study with heavy, time-consuming work.

Matriplast expresses its commitment to human rights and children's rights, and therefore **does not employ persons under the age of 18**, nor does it directly or indirectly use or support child labor. It does not permit work performed by persons under the age of 18 in companies with which we have signed agreements or contracts for outsourced services.

Matriplast disseminates the definition of child labor, denounces situations where children's rights are violated, and complies with current state regulations.

VISITS BY CHILDREN OR MINORS TO OUR PRODUCTION FACILITIES:

Any visit by children or minors to our production facilities must be registered by security personnel prior entry. They must be accompanied by an adult or guardian, who is required to sign the entry authorization and assume full responsibility for any incident involving the child or minor within our facilities.

20. INHUMAN OR SEVERE TREATMENT IS NOT ALLOWED.

The company does not use or support the use of physical punishment or threats, mental or physical repression, verbal abuse, sexual harassment, or any other form of intimidation. Principles of dignified and respectful treatment are established and applied to all employees.

Disciplinary measures adopted are recorded in each employee's file and are based on current legal regulations, as well as Matriplast's Internal Regulations, which are aligned with the company's values and respect for Human Rights.

21. IMPERSONATION OR IDENTITY USURPATION.


Impersonation is defined as any act by which a person assumes the identity of another in order to deceive third parties, including Matriplast, other company employees, clients, suppliers, public authorities, etc., with the intent of obtaining financial gain, committing illegal acts, or harming another person.

Identity Usurpation is defined as the act of assuming another person's identity, whether through information and communication technologies (ICT), in person, or by any similar means, with the purpose of deceiving third parties, including Matriplast, other employees, clients, suppliers, public authorities, etc., to obtain financial gain or commit illegal acts in the name of that person.

MATRIPLAST employees must refrain from any actions that constitute impersonation or identity usurpation in any form.

Any employee who fails to comply with this provision may face disciplinary sanctions as established by Matriplast's internal policies and regulations and, where appropriate, will be reported to the competent authorities to prevent such conduct, which may constitute offenses under Articles 198, 199, 200, and 346 of the Penal Code, as well as liabilities under the Civil Code.

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Furthermore, the company reserves the right to take all necessary measures to prevent and detect impersonation and identity usurpation, including conducting internal investigations, implementing IT security measures, and cooperating with the competent authorities to report any such acts occurring within the company.

22. MECHANISMS FOR SUGGESTIONS, COMPLAINTS OR COMPLAINTS.

The company makes available the following mechanisms to capture concerns, suggestions or complaints (*ADM-PRO-010 Procedure for suggestions, complaints, and internal reports*) from any interested party:

- Physical suggestion box.
- Electronic mailbox on the Matriplast Portal to which all employees have access.
- Through the website www.envases-matriplast.com, under the “contact” tab, you can find the “comments and suggestions” section.
- Through workers' representatives.
- Through area managers, immediate supervisors, or department heads.
- Personally.

No type of reprisal kind will be taken against any person who reports an incident.

All complaints and/or reports will be treated confidentially by everyone with access to such information. Cases that are not resolved or require further attention should be submitted to the General Manager, who will determine the appropriate course of action. One possible measure is the formation of a conciliation committee.

23. CONCILIATION COMMITTEE.

The way the company determines to resolve discrepancies or disputes that require amendment is through the creation of a Conciliation Committee composed of:

1. Representatives appointed by the employer.
2. Representatives of the workforce.
3. The affected parties.

This Committee may not be composed of representatives from either party who are directly involved or affected by the case under review.


The Committee’s purpose is to identify effective solutions to restore the relationship between the affected parties, through an agreement that is accepted and honored by all the parties (*reference document ADM-PRO-011 Procedure for handling violations, warnings and sanctions*).

24. MANAGEMENT SYSTEM.

Matriplast incorporates management systems or standards based on customer needs, business areas, or internal requirements that arise to promote continuous improvement within the company.

In this sense, we declare our Social Responsibility, Industrial Safety, Occupational Health and Environment Policy:

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At Matriplast SA, we promote the achievement of our strategic objectives, ensuring the company's sustainability through a high level of ethical behavior, guided by the following principles:

- Respecting human rights.
- Providing safe and hygienic working conditions that preserve the health of our staff.
- Acting in accordance with our corporate values.
- Promoting the personal and professional growth, advancement, and development of our workers.
- Continuously improving the efficiency of our processes and products to minimize environmental impact.
- Complying with legal regulations.
- Managing mutually beneficial business relationships with customers and suppliers.

25. ENVIRONMENT.

Matriplast declares its strong interest in supporting social issues by supporting the community and seeking to positively influence society. It also seeks to reduce the environmental impact that may arise from its operations and waste generation. For this reason, it undertakes and maintains activities that seek to achieve this objective within the framework of compliance with the provisions of the General Environmental Law of the country.

The company applies legal requirements such as the Environmental Management Plan (PMA) and the Industrial Environmental Registry (RAI).

26. INDUSTRIAL SAFETY AND OCCUPATIONAL HEALTH.

The company, through the implementation of an Occupational Health and Safety Program (*reference document SST-EXT-015 NTS-009 Presentation and Approval of PSST*) and in full knowledge of the risks inherent to its activities and processes, is committed to providing adequate conditions for all workers by continuously improving the establishment to maintain a safe, hygienic and healthy work environment.

Additionally, it assesses risks and takes the necessary measures to prevent accidents and/or injuries caused during or associated with work activities.

A Hazard Identification and Risk Assessment matrix has been developed (*reference document SST-EXT-015 NTS-009 Presentation and Approval of PSST*), which results in a continuous improvement action plan.


The company maintains indicators that allow it to use metrics to evaluate the effectiveness of the actions taken to maintain working conditions suitable for the company's operations.

All Matriplast employees are affiliated with the national health assurance service: Caja Nacional de Salud.

At Matriplast, all staff undergo an induction, training, and instruction process to provide guidance on occupational health and safety risks. Our Training Plan reinforces this knowledge throughout each management period (*reference document: Training Procedure ADM-PRO-005*).

A Committee on Industrial Safety and Occupational Health has been established "Comité Mixto" (reference document PSST SST-EXT-006), appointing a leader responsible for this

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matter in accordance with the legal provisions set forth in the current General Labor Law of the country.

27. ANTI-CORRUPTION GUIDELINES.

We firmly believe that corruption is the mother of all vices, carrying serious legal risks and causing reputational damage to both individuals and the company

Management conducts a risk analysis to identify suspicious actions or activities that could lead to potential corrupt acts or incidents in different areas of the company.

The company establishes mechanisms to receive reports of acts or facts of corruption.

The company has a sales policy (*VEN-DOC-001*), which outlines the guidelines for action in accordance with the current code of ethics, addressed to the sales team, to ensure fair and ethical business practices.

We follow a zero-tolerance policy for corruption; therefore, the company applies corrective disciplinary measures whenever corrupt acts are detected.

28. DETECTION OF FRAUDULENT MOVEMENTS.

The company encourages the application of values such as transparency and honesty.

All financial and commercial transactions and movements, involving the inflow and outflow of goods and money, are executed by trusted personnel. Control bodies and authorization levels are also in place, and they are fully recorded at the time they are made, with the corresponding supporting documentation.

Matriplast uses an accounting system through ERP software (Cyframe) that allows for tracking the movement of finished products and their respective costs. Prices are determined and recorded in the system, then sent to customers as part of commercial offers for the sale of products and services. When a sale is executed, it is supported by a series of records and documents that allow for tracking the movement of products until the invoice is collected.

Similarly, transactions with suppliers go through various stages of review and approval, both in the identification and approval of formally established suppliers and in the management and definition of the purchase of goods and services, which are supported by the corresponding records and documents.


In the case of raw material, purchases are managed through a committee that evaluates needs and offers on a monthly basis.

Financial statements are submitted monthly to the General Manager and Board of Directors. External financial audits are also conducted annually.

29. MONEY LAUNDERING PREVENTION.

Matriplast does not purchase fictitious lottery tickets or prizes, nor does it export fictitious goods, nor make fictitious foreign investments. The company rigorously ensures that its management, executive, administrative, and operational staff are not members of associations or organizations that finance terrorism, drug trafficking, smuggling, and/or other criminal organizations. Matriplast requires all employees wishing to join the company to present a Police Record Certificate from the Special Force for the Fight against Crime (Certificado de Antecedentes Policiales de la Fuerza Especial de Lucha contra el Crimen - FELCC).

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FIN-PRO-003, a procedure for preventing money laundering , is available , which outlines the guidelines to follow for detecting and preventing this type of illicit activity.

30. GIFTS, PRESENTS AND HOSPITALITY TREATMENT.

Gifts and presents received by company employees are recorded (a logbook), including the date, person, source, and details. This is coordinated with Human Resources to determine their treatment and destination.

Matriplast staff should avoid being named or name suppliers of goods and services as "godfathers."

Giving gifts, presents, or hospitality to customers and suppliers is permitted, provided it is justified with the knowledge and approval of general management.



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