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Equality in employment

As a company, we expect all employees to treat each other with respect and dignity. Each employee fulfills a unique role that makes TAASA a more motivating and rewarding workplace. In this commitment, our values are deeply and integrally united, and supported by many of the policies and practices described in this guide.

The equal opportunities and fair treatment policy extends to all employees. TAASA specifically prohibits discrimination based on age, color, disability, ethnic origin, marital or family status, national origin, race, religion, sex, sexual orientation, veteran status, or any other characteristic protected by law. These principles extend to all employment-related decisions, including:

- Recruitment, hiring and training;
- Promotions, salaries and benefits;
- Personnel transfers and reductions.

All these kinds of decisions are based on the individual qualifications of the applicant or employee as they relate to the particular job.

TAASA is committed to providing a work environment that appreciates diversity, with a conscious desire for understanding, respect, integration, and continuous learning.

A global commitment

Our values reflect our commitment to being a good citizen of the world and acting in a socially responsible way in the communities where we live and work around the world.

We require that TAASA's business units provide safe and hygienic working environments and conditions, prohibit child labor in their facilities, and that all of its employees receive all of the benefits provided by applicable laws. Regardless of where you work, TAASA prohibits its business units from engaging in activities that do not uphold individual dignity and respect, even if permitted by applicable law.

Fair treatment violations resemble these situations ...

Armando, an employee whose disability requires the use of a wheelchair, is not invited to present the marketing campaign he has created to the client. The reason, he is told, is that they felt the client would be more comfortable with someone who was not in a wheelchair.

Esther, a customer service representative, is fired after explaining that she cannot work on Friday afternoons because she must adhere to her religious practices.

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Reza is a computer analyst. Every noon, Reza gets up from her desk and goes to the bathroom to pray. His coworkers have complained, and Reza's manager has told him not to do it anymore.

Harassment-free workplace

Promoting teamwork and excellence requires a work environment free from discrimination, harassment, or other intimidating behavior. All TAASA facilities around the world maintain a professional and harassment-free work environment and are places where employees treat each other and those who do business with respect.

The following behavior is expressly prohibited:

- Inappropriate conduct, whether verbal, physical or visual, based on a person's protected status such as race, color, religion, sex, age, national origin, citizenship status, disability, sexual orientation, veteran status, or any other protected condition;
- Abusive language, physical assault, intentional injury to another person, or any disorderly conduct or malicious disruption. Includes intimidation or harassment of other people;
- Sexual harassment. Includes unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex when:
- Submission to such conduct is an explicit or implicit requirement or condition of employment; or
- The conduct has the purpose or effect of unreasonably interfering with a person's work activity, creating a hostile, offensive or intimidating work environment.

Sexual harassment is conduct based on sex, whether directed at a person of the same or opposite sex.

In addition to encompassing employees, our no-harassment workplace policy extends to business associates, such as outside vendors, professionals, and other providers of goods or services for any item of TAASA around the world. It should be noted that this policy applies to any non-workplace environment or activity that is work related.

Harassment resembles these situations ...

Fernando has a habit of telling jokes: about sex, people of color, Polish, Jews, jokes of all kinds. In fact, the jokes are interchangeable. He even e-mails them through the company's distribution list.

The whole team jokes about Tomás being gay. Tomás never complained and does not seem to care, but when Marcos was assigned to work with Tomás, the jokes were directed at Marcos. Now that Marcos is the focus of all the jokes, he asks his supervisor to reassign him. The supervisor agrees to Marcos's request.

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Workplace without controlled substances

The abuse of controlled substances, whether it is alcohol or drug abuse, constitutes a serious threat to the safety, health and productivity of our organization, our employees, and our customers. TAASA has a drug / alcohol free work environment policy that extends to all companies around the world and applies to all employees, vendors, customers, and guests.

Our controlled substance-free work environment policy prohibits:

- The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace. Its presence will not be tolerated under any circumstances. (Possession of prescription drugs for medical treatment is allowed);
- Being under the influence of alcohol, illegal drugs, or other controlled substances at work.

Situations in which alcohol is served

There may be many company-sponsored events where alcoholic beverages are approved by management. In these cases, all laws on alcoholic beverages must be followed, including laws related to serving alcohol to those under the drinking age. In accordance with our policy, it is prohibited to get drunk and drink excessively at these events.

Controlled substance abuse in the workplace resembles these situations ...

Carmen, a sales representative, regularly invites customers to eat. Usually, she has two or three drinks, and returns to work a little "happy."

Francisco keeps a bottle of liquor in his desk drawer to "revive" him after a hard day.

Concha takes twice the doctor-prescribed dose of a muscle relaxant, simply to get through "the hard times."

Health, security and environment

A safe workplace is one of the most important benefits we offer our employees and their families. We are committed to ensuring a safe work environment for all employees. This is accomplished by following rigorous health and safety rules and practices, including:

- Prohibit the possession of weapons and other dangerous devices by TAASA's employees, contractors, vendors, and visitors, at all times, on company or customer premises;
- Not tolerate threats of harm, whether direct or indirect, or any conduct that constitutes harassment, disrupts, or interferes with the work or performance of another employee, or creates an intimidating or hostile work environment;



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- Strictly comply with established security procedures, follow security practices and avoid taking the quickest route;
- Require each of TAASA's business units to have an active safety program with strong backing from its management team.

Because compliance with all applicable laws, regulations, and recordkeeping requirements is mandatory, TAASA seeks to exceed minimum legal standards. It is our goal to avoid all injuries and to be recognized as an industry leader in safety.

A few words about the environment

TAASA carries out its operations throughout the Mexican Republic in such a way that natural resources and the environment are conserved and protected. All TAASA entities carry out their activities in compliance with the environmental laws and regulations applicable in the jurisdictions in which they carry out their business activities.

Unsafe behavior related to health, safety and environment issues resembles these situations ...

To save money at his plant, Samuel provides half the number of safety glasses they need to employees and instructs them to share them.

Pedro, the plant's operations manager, orders the employees to dump the used oil from the machines in the unused area at the rear of the facility.

Plant Manager Alberto allows the contractor responsible for disposing of organic waste materials to dump them in a local lake.

Political activities

While TAASA encourages all employees to be informed about the elections and to participate in the political process, such participation is entirely voluntary and must be done on their own free time.

Likewise:

- Employees may not make any contribution of company funds, goods, or services to any candidate, political party, or committee, without prior approval from TAASA's Human Resources Department;
- Employees must not pressure other employees or ask them to make political contributions or endorse a political party or candidate;
- Collaboration or participation in political or economic boycotts is illegal in some countries, and is subject to civil and criminal penalties. Employees wishing to participate in or support a boycott should first consult with the TAASA Human Resources Department;

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TAASA employees must comply with all national, state, and local laws that regulate participation in political affairs. Contributions to political parties, national political committees, and individual candidates are included.

Inappropriate political activity in the workplace resembles these situations ...

Nerea distributes brochures, sponsoring a political candidate who is running as a local councilor, in the cafeteria at work.

Tomás, the team leader, uses the company email to request support for his cousin who is introducing himself as a representative of the state.

Carlos distributes ticket purchase forms for a fundraising event for a client's favorite political candidate.

Conflicts of interest

As a TAASA employee, business decisions are made every day. It is important that each decision, and any related action, is based on the needs of the company, and not on personal interests or relationships.

Every day, each of us works with suppliers, customers, consumers, and others who do business with TAASA. It is essential that conflicts, real or apparent, between personal interests and those of the company are avoided.

For the purposes of this policy, a conflict of interest is any interest that conflicts with the purpose, policies, or activities of your work at TAASA. An apparent conflict is what a reasonable person might consider to be a potential conflict. Conflicts apply to business relationships and personal activities alike.

Other commercial or financial interests

Conflicts of interest don't end when leaving the office. All business relationships must be handled with the responsibilities to TAASA in mind. Even outside the office, try to avoid any situation that could lead to a conflict, real or apparent, between you and your work at TAASA.

Also, if you or an immediate family member has a significant financial interest with a TAASA supplier, customer, consultant, or competitor, you should notify your local Human Resources representative. Direct family members include spouse / domestic partner, parents, parents of your spouse / domestic partner, siblings, children, grandchildren, grandparents, uncles / aunts and nephews.

The company will work with you to determine the appropriate course of action.

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Participation in other organizations

If you act as a director, executive or consultant for any company that does business with TAASA, you must notify your local Human Resources representative. This policy includes voluntary positions, such as unpaid positions.

Conflicts of interest resemble these situations ...

A chief executive is also a member of the board of directors of a corporation that provides services to his company. The executive has not informed the company that he is a member of the board of directors of the other company.

José is an employee whose sister runs a vending machine company. He learns that his plant intends to choose a new vending machine service. José informs his sister of the conditions of the best proposal received so far. Then she presents a better proposal on behalf of her company.

Maria, a supervisor, is responsible for hiring someone for a vacant position in her department. Maria's cousin is well qualified and looking for work. Instead of referring the hiring decision to her manager, Maria hires her cousin to report directly to her.

Presents

Offering or accepting any gift or offer from anyone with whom TAASA does business is not advised. If the gift or offer is of significant value, accepting it can create an apparent conflict of interest. It can suggest or lead to deduce that whoever made the gift will receive favorable or preferential treatment, such as purchase orders or better prices, terms, or conditions of sale.

This policy extends to vendors, suppliers, and customers, as well as to entities or individuals that currently conduct business with or seek to do business with any TAASA entity.

Acceptable gifts are generally:

- Infrequent and of a value that is not excessive;
- Small enough for you or the company to talk about it without feeling uncomfortable.

Never offer or receive gifts from a US or foreign government official.

TAASA requires that employees disclose by writing, informing about gifts, of all gifts, favors or outings that are made for business reasons, other than business meals, offered or received, that have a value greater than 50 dollars . You can submit the letter to your Human Resources Department.

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Beware of bribes.

While TAASA is careful about the companies with which it does business, there is always the risk that a business associate may try to “buy you a favor,” a fancy way of saying bribery. Any kind of bribery or improper payment is prohibited. In addition to cash payments, kickbacks include:

- Commissions or commission planning;
- Unjustified discounts;
- Payments for advertising, or other subsidies or hidden expenses.

Business relationships

It is important that all relationships with suppliers, customers and other parties are based on lawful, efficient and fair business practices. Reasonable business outings that favor the company are allowed. Such outings must always be carried out in an appropriate and lawful manner.

Business activities with government organizations

TAASA employees engaged in sales to government customers must take steps to ensure that government-related transactions and relationships comply with all applicable laws and regulations.

Law of corrupt practices abroad

TAASA complies with the US Foreign Corrupt Practices Act.

Among other things, this law prohibits employees from paying bribes to any public official, government or other person (regardless of nationality or local custom) for the purpose of obtaining subsidies, contracts, or favorable treatment for TAASA or the employee. Bribes include kickbacks or other illicit payments.

Bribes and inappropriate gifts resemble these situations ...

Andrés, project manager, is waiting for a permit to expand his facilities. A local zoning board official informs you that things could be faster if you paid an "express commission."

Elena, a representative of medical devices, invites her client, a doctor, to a tennis match every Saturday at her country club.

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A vendor participating in the bidding for a contract offers Teresa a commission to inform her of the lowest bid amount she has received to date.

Fraud

Fraud, or the act or intention to cheat, deceive, steal, simulate or lie, is a dishonest act and, in most cases, a crime. Willful acts of fraud are subject to severe disciplinary action, including termination and the possibility of civil or criminal action.

It is important to understand the implications of fraud so that you can recognize it and avoid making mistakes. Some examples include:

- Submit false expense reports;
- Forge or alter checks;
- Embezzle assets or misuse company assets;
- Conduct or report unauthorized transactions;
- Inflate sales numbers by shipping defective or non-compliant inventory;
- Make inaccurate entries or those that are not in accordance with correct accounting standards in company records or financial statements.

Fraud resembles these situations ...

Joaquín's client invites him to a dinner after having made a sales presentation at the client's company. Joaquin then spent the \$ 65 for dinner as expenses.

Jaime, a software training specialist, makes copies of software programs for use on his home computer and gives copies to all his family and friends.

Sofia, the controller, loans company money to her employees, charges them interest, and deposits the repayments into her personal bank account.

Defense of competition

Employees working in marketing, sales, purchasing, or acquisitions must be especially vigilant about antitrust and trade regulation regulatory requirements. It also applies to those who participate in trade associations or industry groups.

The antitrust law is designed to ensure that competition is vigorous and free from collusive activities. The antitrust issues are overly complex.

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Determining which activities are improper depends on the structure of the market and many other factors.

To avoid the perception of illicit conduct, employees should avoid:

- Analyze with a competitor issues related to prices, costs, production, products and services, bidding practices, other non-public commercial matters, sales territories, distribution channels or customers;
- Restrict a customer's right to sell or rent a product or service at or above a certain price.

In addition, the following practices should not be carried out without the prior supervision of the Human resources department:

- Condition or “tie” the sale or rental of a product or service to the sale or rental of another product or service;
- Condition the purchase, sale or rental of a product or service to a reciprocal agreement with a customer or supplier;
- Celebrate an exclusive business agreement with a customer or supplier;
- Limit a customer to the territories in which a product or service can be resold or rented, or customers to whom a product or service can be resold or rented;

Discriminate the prices or discounts offered to the competition

Antitrust violations resemble these situations ...

A TAASA electronics manufacturer and a competitor agree to offer a \$ 500 discount for the purchase of a new system. Immediately after, both companies offer such a discount.

Several plastics manufacturing companies concede and agree to set and maintain their prices at high levels.

Sales representatives from competing companies chat over a few beers and come to an agreement on dividing customers within the territory to preserve "ground." Business activities are now governed by the motto "stay off our turf and we will stay off yours."

I have received and am aware of the Code of Ethics that the Director General of TAASA makes known to us.

Name and signature
