

IDEKO'S ETHICAL GUIDELINES

IDEKO's Code of Ethics is a set of standards of conduct and principles intended to provide guidance during the performance of our business to ensure compliance with general business ethics.

The standards and principles within the Code that must be upheld by all IDEKO Professionals are summarised in the following guidelines:

- 1** IDEKO is committed to **human rights** and **public freedoms**.
- 2** IDEKO pursues to instil a **professional conduct** characterised by integrity, honesty, diligence, responsibility, and efficiency, while disapproving of actions that may pose a potential threat to its **corporate image and reputation**.
- 3** IDEKO embraces the principle of **equal opportunities**, and actively promotes the development of its Professionals in a **safe working environment**, fostering values of **cooperation, participation** and **teamwork**.
- 4** IDEKO is committed to compliance with the **law in force**, preventing criminal conduct, and combating fraud in all its forms.
- 5** IDEKO ensures stringent internal control of **financial information** to accurately reflect its economic, financial and asset and liability reality.
- 6** IDEKO maintains complete transparency and loyalty with the tax authorities, and pledges to responsibly use **public funds**.
- 7** IDEKO complies with the current legislation on the **protection of personal data** entrusted to it, and undertakes to maintain confidentiality.
- 8** IDEKO considers all information in its possession, or entrusted to it, as **reserved and confidential**, subject to professional secrecy.
- 9** IDEKO respects and defends its **intellectual and industrial property** rights, and those of third parties.
- 10** In relationships with partners, client companies, suppliers, contractors, competitors, and public administration, IDEKO adheres to **legal compliance, mutual respect, and trust**.
- 11** IDEKO encourages **continuous improvement** of its services, ensuring that the data, information and knowledge generated during business operations are fully protected.
- 12** IDEKO is committed to **environmental responsibility**, using only the energy and natural resources strictly necessary for its operations.

