

PRESENTATION

EUROFIRMS GROUP, S.L.U. is a business group whose member companies are mainly dedicated to the provision of professional services in the area of human resources and workforce management.

All actions carried out by EUROFIRMS are aimed at providing positive solutions to our clients' varying Human Resources requirements.

The team of people that make up EUROFIRMS is committed to the ongoing improvement of our actions, and we share a code of values that we apply to our daily activities: Transparency, Responsibility, Respect.

For these three values to form the foundation of all our management, EUROFIRMS is committed to complying with this Code of Conduct, to communicating it to everyone within the organisation, and to strictly monitoring its application.

Even so, a solid management system, based on ISO 9001 (Quality), SGE21 (Ethical and Environmental Management), OHSAS1800 (Risk Prevention) and a firm commitment to the people who comprise the organisation, have just configured the framework of action of EUROFIRMS GROUP, S.L.U. in the undertaking of its activities.

1. SENIOR MANAGEMENT

Management is committed to integrating the company culture of ethical management and social responsibility, encouraging its implementation in its relations with both its employees and with the people and organisations it is related with.

Even so, it ensures that all employees are aware of this Code, as well as the importance of complying with all its guidelines.

Through the Ethics and Regulatory Compliance Committee, it facilitates conflict resolution, deals with suggestions and potential complaints of non-compliance by employees, and establishes the means to regularly verify their compliance.

2. CLIENTS

Eurofirms guarantees that its services have the highest quality standards and that these will be continuously reviewed with the aim of meeting the needs of the Client to the greatest possible extent.

All information provided to clients regarding our services shall be relevant and credible.

Communication channels and means will be established to deal with any suggestions, complaints and claims that may arise, in order to seek fair solutions for both parties.

Unless expressly authorised, members of the organisation shall refrain from communicating confidential Client details to third parties.

3. SUPPLIERS

Eurofirms, when selecting and assessing suppliers and in its ongoing relationship with them, will evaluate their adherence to our ethical principles and their commitment to quality, sustainable development and social responsibility.

4. PEOPLE

Workplace relations will be based on compliance with the requirements established in labour, social, Health and Safety Legislation, and any other field regulated by current law.

Individuals will be provided with the necessary training and education to gain confidence in themselves and in their work results, while providing them with real and equitable opportunities for professional development.

The organisation will contribute to making its own aims compatible with the family lives and personal circumstances of its employees.

4.1 STRUCTURE WORKERS

Special attention shall be given to preventing situations of discrimination or any other type of harassment.

To harmonise the interests of the organisation and individual interests, dialogue channels will be made available to the employees.

Those employees with access to confidential or privileged information shall abstain from communicating it to third parties.

The organisation will communicate real information regarding the company's structure, its activities, projects and results to the employees in an appropriate, transparent, comprehensive and truthful manner.

4.2 WORKERS ON ASSIGNMENT

During the staff selection process, Eurofirms guarantees compliance with and commitment to our three core values.

In addition, it will guarantee the absence of discriminatory situations, and the provision of adequate training for staff on assignment regarding the tasks to be carried out, with due regard for their accurate comprehension.

Those in charge of delegations will communicate Eurofirm's willingness to try to resolve any conflict. If the event that this occurs and falls within the framework of the Code of Conduct, those responsible may refer the issue to the Ethics Committee.

5. ENVIRONMENT

Positive repercussions of the company's activity on the environment will be sought out, specifically regarding cultural, social and environmental aspects, by listening to the local communities when making decisions that affect them, and the consequences that may arise for the development of future generations.

With regards to environmental matters, the company will ensure that its staff is trained in the importance of reducing their impact.

All advertising that Eurofirms performs (either aimed at Clients or searching for candidates) shall be truthful and will offer an image that is consistent with corporate values. The Ethics and Regulatory Compliance Committee will be the guarantor of compliance for this section.

6. INVESTORS

Information about the organisations shall always be appropriate, transparent, comprehensive and truthful.

It will include real information about the structure of the company and its activities, projects and results.

7. COMPETITION

Fair competition shall be fostered, respecting Legislation in this regard and procuring to maintain positive relations for the purpose of sharing experiences and improving the services offered.

8. ADMINISTRATION

In addition to being up to date on all legal obligations (fiscal, labour, etc.), there shall be a willingness to collaborate in order to comply with information requests from administrations or to participate in the preparation of reports related to the field of the organisation's activities.

Courteous treatment shall be established with the representatives of the various administrations, without involving gifts, distinctions or economic advantages to seek out privileges or preferential business dealings.