

# CODE OF ETHICS

**Attitudes and behaviours for every day, all life.**

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**Dear colleague,**

In the next pages we will tell you in depth about the Code of Ethics of Kimberly-Clark de México (hereinafter KCM). It's very important that you know it and understand what it is about and what it is for, since our Code is an ethical guide that regulates our daily actions, under the principles of quality, service and rectitude. This "agreement" will help us to maintain a dignified, honest, respectful and cordial work environment. This Code of Ethics is the backbone of our day to day at KCM: from business activity, relationships with customers, suppliers, shareholders and consumers; to the coordination and communication that we carry out between our departments and other areas. Did you know that you can report any conduct contrary to the Code of Ethics?

It is very simple, and you have two options: You can enter our Intranet or to the KCM site where a reporting mechanism was enabled. The itself is anonymous, and there you can report any situation you consider wrong. This attitude will be subjected to a discreet and meticulous investigation to take necessary action.

If you have any questions about our Code, contact your boss, Human Resources department or Legal department. With pleasure, there all your doubts will be evacuated.

It is vitally important that you know that you cannot lose your job, or your benefits; nor be demoted, suspended, harassed or discriminated against by raise a concern, request information or report any action or undue omission related to the Code of Ethics. This also includes if you participate as a witness in any investigation conducted by KCM.

It should be noted that if someone acts in a way that is evidenced as retaliation, will be severely punished.

Let us maintain together an ethical culture based on the principles that always they have distinguished us to continue increasing our leadership.

I count on you

Pablo Gonzalez Guajardo

Managing Director

## Purpose of our Code of ethics

Since our inception, at KCM we have always been committed to work for the benefit of our consumers, collaborators and the country in general. We operate committed to the communities where we are present, with the environment and with sustainable development. The way in which we do our business is as important as the business we make. A fundamental part of our daily operation is doing business with integrity and high ethical standards.

This Code of Ethics will serve as a guide to treat our clients, suppliers, collaborators, business partners, authorities, competitors, consumers, communities where we interact and the general public (in hereinafter and as a whole they will be referred to as "Interest Groups"), with integrity, ethics, and in a responsible and appropriate manner. In it, it is creates a framework of ethical principles under which you, as a collaborator, owe play.

You may notice that some of the standards in the Code of Ethics go beyond what legal obligations require. This is a sign of commitment of KCM for operating and conducting business appropriately and responsibly.

This Code of Ethics has as a fundamental pillar to strengthen the bases of the corporate culture governing KCM. It is important because these bases they also apply to all actions, both inside and outside of your activities in KCM. They cover your daily, family and recreational life. At the same time with this Code of Ethics it is made clear that if you notice any situation that may affect the operation and / or administration of KCM or the Mexican legislation, make the pertinent complaint. Report it securely knowing that there will be no retaliation.

# Responsibilities and decision making

## Responsibilities of the Collaborators:

The Code of Ethics is a reference guide that will serve to support everyday decisions. The same provides a framework for action and an introduction to company policies. And as a KCM collaborator, you have the obligation to know this Code of Ethics and to act according to it. That is why you should pass a course that certifies knowledge about this code.

At KCM we continually work on the updating of corporate best practices in all segments where we interact to benefit of all Stakeholders.

As a Collaborator, you must:

- Be aware of possible risks relevant to your job responsibilities and your location.
- Be informed about the Code of Ethics and with the knowledge of the details of any policy relevant to your role and performance.
- Be informed about the Code of Ethics and with the knowledge of the details of any policy relevant to your role and performance.

## Responsibilities of the leaders:

If you have collaborators in your charge, then you are a leader. As such, you are responsible for creating a culture of integrity in which each employee who is in your charge understand your responsibilities, be feel comfortable talking and don't be afraid of retaliation for reporting possible violations to the present Code of ethics. The way you, as a Leader, make decisions and handle concerns, generate trust in the rest of the collaborators and therefore, in your work team.

If you are a Leader, you must:

- Be attentive and conduct yourself based on the Values of KCM, since you will become the example of the rest of the organization.
- Be informed about the messages you send. Not there is no business outcome worth the it is a shame to compromise our integrity.
- Be willing to listen at all times. You must be willing to pay attention to concerns, as well as you should also seek be open to dialogue and healthy discussion. You must put total interest in what you want to express any Collaborator, Client or Supplier, always with respect to your ideas and those of the rest.
- Be committed to communicating the importance of ethics and compliance with this Code of Ethics and to review key performance metrics to boost responsibility.

## Responsibilities of all:

It is everyone's responsibility to make decisions that make us proud and reflect the Values of KCM:

- Integrity
- Innovation
- Leadership
- Passion
- Achievements

It should be noted that this Code of Ethics will not say exactly what are all the actions that could be or be out of ethics or legality. Nor will it define what to do in each situation. However, it is your responsibility to be informed about it, since this Code will serve as a guide for managing such situations.

In case you are not safe with respect to any situations or decisions in that you can be involved, ask the legal department, the Human Resources Area, your Leader or to the next level of leadership of your team of work.

## Decision making

When making decisions we take responsibility for the consequences. That is why it is very important take into account the scenarios that could be present yourself when choosing how you will act.

You must be aware that you have the great responsibility to represent KCM on a daily basis.

You must bear in mind that, if a custom, culture or local law establishes a different standard than established in this Code of Ethics, you must request advice. You can find the same in the legal department, Human Resources area or the next level of leadership. It may be that, the mentioned custom, could be out of the KCM principles.

Surely in this Code you will not find everything that may happen. That is why, if you have any doubt, do not act without first asking or asking for advice from the legal department, Human Resources area or the next level of leadership.

For you to keep in mind: before you take any decision, you should ask yourself:

- The decision I will make, does it coincide with the Values of KCM?
- Do I have enough information to take a decision?
- Would I feel comfortable explaining the decision that took my family?
- Am I willing to take responsibility for it?

# What should we do?

## We want to hear from you

Surely in your day to day you observe situations that you consider that they are not correct, but have you given realizing that not reporting them could convert you in accomplice and you would be responsible for a culture that encourages silence and the consequences of it? Speak it should be something simple, but it is understood that you can feel uncomfortable or hesitate to say something about what happens, even when you yourself may be affected directly or indirectly.

For this reason, KCM has taken care to put at your fingertips means through which you can express your doubts, concerns or complaints. Not something needs to go wrong for you to get into contact us, we are open to listen all your concerns. Our commitment is always respect the confidentiality of information and who issues it, even if you decide share your data or files that support your comments. You can be sure and trust that all inquiries received will be addressed and investigated seriously.

## Where to go before a concern

In general, the boss or team leader will be in a better position to resolve questions or concerns, but you also have other resources at your disposal:

- Higher levels of leadership
- Legal Department
- Report to the Code of Ethics
- Human Resources
- Internal Audit

Confidentiality is always respected, you can even choose maintain anonymity when reporting a complaint to the Code of Ethics.

## Where to comment or report

Choose the reporting option that is most comfortable for you. Regardless of that we always respect the confidentiality of the source. You can choose between:

- Correo electrónico: [codigo.etica@kcc.com](mailto:codigo.etica@kcc.com)
- Sitio web: <https://www.kimberly-clark.com.mx/conoce-kcm/reporte-de-etica>
- Teléfono/ WhatsApp: 55 1849 2732
- Por mensajería o correo del Servicio Postal: Jaime Balmes

No. 8 Piso 9 - Los Morales -Polanco- Alcaldía Miguel

Hidalgo -C.P. 11510 - Ciudad de México

## Concerns

If you find out about any violation of the Code of Ethics, there may be various reasons why you do not want to inform about it. Because you're not sure what happened, because you are afraid of causing some problem or even someone retaliating against you. We must remember that you actually have the responsibility and obligation to report the fact, to avoid becoming an accomplice by hiding the act or omission in question. You can inform in a way anonymous or with your name.

All questions or concerns are important, therefore, they are reviewed and treated with dignity and respect regardless of its content. The suggestions are passed on to the maximum leader of the area; concerns and complaints are investigated and it is carried to its last consequences. All complaints are presented to the General Directorate, as well as analyzed the conclusions or advances of investigations and actions taken or to be taken.

## Intolerance to retaliation

It takes courage to speak up when you have a great idea, ask about a concern or when something is not well. In any case, our commitment to recognize ideas and protect our sources is very serious.

Therefore, no type of retaliation is accepted (either direct or indirect) against any member of our Stakeholders, to raise an idea, concern or complaint. If it exists, we would apply disciplinary measures, which may include the termination of the employment relationship or of any another type of relationship for whom or who take retaliation. It will also be under equal scrutiny and sanctions who gives, alters, plagiarizes or incriminates someone with the intention of harming colleagues or third parties falsely.

## Leader: how you should manage the concerns of your area

As a leader, you must be an example of our culture driven by Values and you must foster an environment of free presentation of complaints that allow us know the possible problems so that we can treat them proactively. If someone makes you a question or raise a concern, you have the responsibility to listen and act. Handle these situations properly is important to solve problems fairly and generate confidence.

You should act as follows:

- Listen carefully: thank the person for talk and, at the same time, remind him that he has done something difficult and very important to KCM and its interest groups.
- Respond respectfully. Take every concern seriously, even if you disagree. Commit to addressing the problem.
- Take steps to protect confidentiality of the information provided. Avoid sharing it conversation with other people. Do it alone based on the principle of necessity of knowledge, for those they really need to be involved.

Surely, as a leader you are empowered to resolve performance issues without help. However, you must request support from the Committee Internal Ethics to resolve questions about ethics or KCM compliance.

# Our personnel

## Talent and diversity

At KCM, our strength lies in our collaborators, through their talent and diversity. It is that's why we promote an inclusive workplace and respectful, that is optimal for your development and so you can reach your potential, both personal as well as the management of corporate practices.

The commitment is with your professional development and inclusive, seeking to offer equal job opportunities. We strive to promote your creative, physical, intellectual and morals. In this way, we ensure your growth and development within the organization, providing a decent work environment in which it is respected fully to all equally.

We believe that part of success depends on trust and respect among the people of our Groups of interest, made up of:

- Employees
- Consumers
- Shareholders
- Suppliers
- Authorities
- Clients
- Others (NGOs, brokerage firms, institutions banks, evaluation organizations, leader's opinion, media and academia, among others).

## Human rights

At KCM we support and respect human rights. We're very attentive so that no collaborator be a partner in case of abuse of these rights.

We will also work constantly with our suppliers to permeate the respect for them. We respect your preferences, without influence, interfere or restrict the participation you exercise in legitimate topics under the federal, state laws or municipal.

At KCM we do not accept any activity related to child exploitation (including child labour), abuse physical abuse and / or sexual harassment nor any other form of abuse. We also do not accept forced or compulsory labour, discrimination in employment and in occupation, harassment and intimidation against any person by age, race, disability, nationality, religion, gender, orientation sexual or affective identity gender, appearance, affiliation politics and marital status, against of our collaborators or third parties.

## Essential Commitments

- Recruit, hire, promote and support your development, without matter no condition that you precede.
- We recognize your diverse skills and experiences; to time we offer and accept different perspectives you can to have.
- We maintain a workplace respectful. We do not tolerate any form of harassment or intimidation.

We try to make you feel comfortable.

- No one can force you to perform activities of any kind that are out of scope work or activity for which you were hired. Much less yes it is about illegal activities, in against the law or put in risk your physical integrity.
- We make employment-related decisions based on the job qualifications and merit.
- We respect the right to freedom of religious worship and association according to national laws.

## **A new reality**

A person is discriminated against when denied or conditioned access to rights and opportunities; as well as when relegates socially or occupationally for any condition or reason, including that it has suffered an affectation in its health.

There are many misconceptions, fears and rumours about of COVID-19 that may limit the rights of certain people, as well as separate or segregate them from the social and labour inclusion.

## **What do we do in Kimberly Clark?**

In any situation that affects health in a way individual or collective such as a pandemic, epidemic, disease outbreak, individual or massive contagion, between others ("Health Situation"); and that arrives or may affect to any of our collaborators or any of their relatives, and once the quarantine period or cure, provided by the health or medical authorities for his recovery and return to work; I don't know discriminate, isolate, treat differently, or be singled out or identify in any way that affects your employment inclusion and social of any KCM production facility.

At all times, KCM and its facilities are promoting and disseminate among all collaborators the no discrimination in any of its manifestations due to any Health Situation such as those indicated here.

## It's not discrimination?

It is also important to recognize that the measures applied for prevention and mitigation, in accordance with the guidelines designed according to what the health authorities have to attend to any contagion situation before a Health Situation, are not considered as discriminatory. It is not discriminatory to take a healthy distance (as has been defined and promoted by the respective authority), nor create spaces for individual work, as long as these spaces are worthy; use protective measures for health, as well as motivate between collaborators hygiene and personal care practices both outside as within the facilities, and during the transfer to them.

These are preventive measures to take care of the health of employees in the facilities, at home and in general with the population.

## Management conflicts of interest

Because you represent the company within and outside the organization, your decisions must reflect our values. The KCM interests always come first place. Nothing you do should interfere (or must appear to interfere) in the responsibility regarding the taking of decisions; These must be objective and impartial.

A conflict of interest may arise when your personal relationships, economic or professional overlap to your job responsibilities. You shall manage potential conflicts of interest carefully, these situations can have an impact on your decisions. This can wear away confidence within your team, and damage KCM reputation.

## Essential Commitments

- We avoid actions and decisions that generate or appear to generate a conflict of interest with KCM, according to our Policy 33.
- We never use our position at KCM for personal gain, improper or illegal.
- We do not use the resources or influence of KCM improperly, because even the perception of a conflict of interest it can have negative consequences.
- We understand that conflicts of interest, for example, if you work with a family member at KCM, or if you have a family member who works with our Groups of interest. Or, there may also be conflict in case you have an financial interest or any other type with some of the members of our interest groups.
- When potential conflicts of interest, you should promptly inform your leader. They will be the ones who, together, submit a conflict of interest report to the General Counsel of the Company with copy to Human Resources.

## External Communication

At KCM we know that everything we communicate and the decisions we make externally, affect our reputation. That is why we must provide clear and precise information, providing singular attention not to disclose information confidential and / or privileged, as well as our industrial secrets.

## Essential Commitments

- We use social media with responsibility, without involving confidential company information and /or assault and / or behave in a way inappropriate towards other people, including text publications, offensive photos or videos.
- We do not speak on behalf of KCM or any subsidiary or collaborator that work on them on social media; to unless we are authorized to do so, and clearly informing when we are sharing our opinions.
- In social networks, we do not disclose confidential, privileged information, industrial secrets and / or exclusive of KCM.
- We participate in external events such as speakers only with the approval of the senior leader of management to which we belong. We do not accept compensation, except for allowed by our Policy 33.
- We refer media contacts to Media Relations staff and to those of Investor Relations to the analysts and persons related to such activities.
- We do not give interviews where it is done reference to KCM, its subsidiaries or collaborators, or about events that directly or indirectly relate. The exception of the case would be if it is expressly requested by the Media Relations Area and / or by the Legal department of KCM.

## **Respect in the Workplace**

At KCM we are committed to provide you with dignified and decent work environment. We seek that your integrity is fully respected there and that be free from bullying and harassing conduct sexual and labour. We do not tolerate any type of bullying and other inappropriate behaviour or illicit.

## **Violence in the Workplace**

We strongly disapprove of any type of physical, verbal or psychological violence. The same also includes the forms or tools to generate them, such as social networks or any another that threatens your physical or mental integrity.

## Alcohol, tobacco and drugs

At KCM we promote your health. It is because of that, that we maintain an environment free of alcohol, tobacco and drugs. It is forbidden for you to consume (or come to work under the influence of) any type of alcohol, non-prescription drugs, narcotics, or any other substance without a prescription, whether it modifies your behaviour or if prohibited by law. The aforementioned restriction also reaches out to Stakeholders.

3 Policy 33: Conflict of interest policy,  
attention to third parties,  
gifts and confidential information.

# Our financial integrity

## Controls internal solid

At KCM you have the obligation to protect assets and information relative to the company. This guarantees our financial integrity.

You have the commitment to maintain financial records in accordance with legal and accounting provisions have, watching over documents complete and accurate, and you must ensure a timely disclosure of financial information. Keep such records and internal controls accurate will allow you to take good decisions and will help you comply with your obligations.

### Essential Commitments

We register and report financial transactions with honesty and precision, in accordance with the laws, regulations and current accounting and tax practices.

- We make adequate decisions, we obtain the necessary approvals and we properly record the transactions in accordance with KCM's accounting practices, corporate financial instructions and current regulations.
- We manage in a way responsible and correct budgets, expenses and funds.
- We protect KCM resources against fraud, waste and abuse. We report any suspicious activity of right now.
- We do not offer discounts or bonuses outside the KCM procedures.
- We do not make promises to allow the devolution of products without the necessary authorizations.
- We follow travel policies and expenses when submitting or approving requests for reimbursement, according to Policy 50.
- We make sure that suppliers comply with everything stipulated by KCM, and current legislation for generation of payments.

## Careful choice of business partners

Employees should only do trade activities with suppliers and customers that have a good reputation. You should take care about meeting our suppliers and customers, and as well as not be associate in illegal activities.

We are proud of your reputation and we only work with suppliers and clients committed in doing business in an ethical and law compliant way.

## Essential Commitments

- For us and our providers it is of course a free business relationship avoiding the need to cover benefits, such as personal favours, donations to charities and other actions that may seem as remuneration for generating a business relationship.
- We do business only with suppliers and clients involved in activities legitimate commercials.
- We ensure that all applicable policies on possible suppliers and customers before celebrating contracts and we comply with our Policy of Purchasing, Anti-Corruption Policy and Conflict of interests.
- We quickly report any payment that may seem irregular or any signs that a supplier or customer could be involved in inappropriate activities.

Some examples may include: orders, unusual purchases or payments, structures unusually complete and unusual fund transfers.

- We are committed to complying with the laws and regulations in force on money laundering, corruption and financing of illicit activities.
- We never offer or receive gifts, entertainment or favours to obtain or maintain a business.

## Commercialization ethics of values

In our work we can acquire knowledge of financial information, non-public material about KCM or about companies with which we do business. We do not disclose or use this information in a way that violates policy or insider trading laws by KCM.

We must seek to preserve the reputation of the company as a company that can be trusted to perform honest transactions.

## Essential Commitments

- We never buy stocks based on privileged or confidential information does not public. That is, we talk about information internal that could make the price of the shares increase or decrease, adhering to the guidelines and KCM legal provisions issued for these effects.
- We do not advise anyone to buy or sell securities of any company if we have material non-public information.
- We protect the confidentiality of the KCM's non-public information and only the we share with other collaborators of KCM based on the principle of necessity of knowledge.
- We do not share confidential information or privileged outside of KCM unless legal protections exist, such as a confidentiality contract.
- We comply with our Policy on the use of inside information to understand when and in what situations can we trade stocks and follow regulations against money laundering and corruption.

## Protection of information

### **Information Technology and Cybersecurity**

We are the administrator responsible for KCM technology resources. Our information technology is important for your operations and allows us to work more effectively to meet business objectives. These resources must be used responsibly and security to protect against threats and vulnerabilities of cybersecurity-

## Essential Commitments

- We only use hardware, licensed software and technology services information (IT) authorized by KCM.
- We exercise good judgment when using resources technologies provided by the company and prevent unauthorized access to KCM information by protecting hardware and areas of storage; use strong passwords and do not share them with anyone; we encourage and train our employees to know how to recognize the spoofing mail signs identity and alert the helpdesk.
- We do not use KCM IT resources in inappropriate communications, nor do we access to offensive, illegal or obscene sites.

We limit personal use of email from KCM and the Internet to a reasonable minimum.

## Data protection and privacy

We must handle your data in a transparent, also respecting the privacy of the rest of the collaborators, consumers and business partners who share data with you. The personal data are numerous and includes personal information, such as name, gender, phone, address, financial data, such as payroll and bank card details, and online identifiers. We manage this information with responsibility and in accordance with the protection laws and privacy.

Only the areas and people previously authorized can handle this information and cannot be shared internally or externally.

## Essential Commitments

- We comply with the current laws of data protection and privacy.
- We protect the personal data of properly.
- We only collect and use data personal for business purposes legitimate and we comply with our policy data privacy.
- We only share personal data within of KCM according to the principle of necessity of knowledge, taking care at all times their fate.
- We guarantee the adherence of third parties related to us to standards data protection and security KCM.

# **Our consumers and operations of fair competition**

## Competence and decision making

You should always treat our stakeholders so equitable, acting under the belief of free and fair competition.

We founded this company with conviction that living according to KCM values represents a competitive advantage that gives as result a great quality of innovative products at competitive prices.

### Essential Commitments

- We do not suggest nor we engage in an action, agreement or contract to try to limit competition or go against the provisions on economic competition.
- We avoid any type of contact or discussion with competitors that may lead to the impression of illegality and we never share or analyze sensitive information regarding the competition.
- We only use, obtain, we accept or receive information that is public commercial and financial or that is protected under agreements of confidentiality.

## Interaction with officials governmental

### **Ethical standards**

In KCM you must comply with the highest ethics standards when dealing with officials governmental. Never take shortcuts and always seek to be transparent. Forever complies with federal, state, and municipal laws and regulations when you get involved in government management matters; as well as also when you develop and maintain relationships with government officials.

## Essential Commitments

- We do not offer, promise, perform nor do we authorize giving any object of value, money, perks or any good or benefit government officials.
- We consult with the legal department before doing business with government officials, which may include working with organizations controlled by the state like hospitals, universities, or public institutions and companies in which the public official is shareholder.
- We do not communicate with officials governments in order to influence the public policies for KCM.
- We fully cooperate with all audits and investigations governmental.
- Each of us has the right to participate in the political process in our free time and with our own funds.

But we cannot use the resources of KCM for political purposes or to carry out contributions without the approval of the legal department.

## Prevention of corruption and bribery

Any type of business relationship that you practice within KCM will be based in trust, transparency and responsibility. Bribery is prohibited in all business transactions, thus as in all KCM localities and both with governments and in the private sector.

You should know that the way to do business is through the fair way. To build trust with our customers and stakeholders is the way to work in KCM.

## Essential Commitments

- We never offer, we do not promise to provide, nor we provide us with objects, money, perks or any benefitor object of value to anyone, in order to obtain a business advantage. As it is settled in ourCode of Ethics, in the Policy

Anti-Corruption and the Conflict Policy of Interests.

- We consult and update our internal policies to understand what they are the necessary due diligence steps before hiring a third party and we comply with the procedures that are listed in our Purchasing Policies and Anti-corruption.
- We do not ask any third party to do something that we have forbidden to do.
- We do not provide gratuities commercial, including gifts and entertainment, to officials' governments or their families without complying with our Policies government bonuses or their families without complying with our business gratuity policies and anti-corruption. In case this happens, express authorization is required of the Legal department, and must documented for audit cases.

## Offering of commercial gratifications

### **Build relationships ethically**

In KCM you must comply with the highest ethics standards when dealing with officials governmental. Never take shortcuts and always seek to be transparent. Forever complies with federal, state, and municipal when you get involved in matters government management; as well as when you develop and maintain relationships with government officials.

## Essential Commitments

- We do not provide or ask for commercial gratuities to make another person feel compelled to do something in return.
- We limit the delivery or receipt of reasonable business gifts and appropriate depending on the circumstances and according to company policies.
- We avoid frequent gifts to the same person or company, or on their part, in accordance with our Code of Ethics and the Business Gratuities Policy.
- We make sure that each reward commercial provided or received comply with our Rewards policy commercials and we get approval (if necessary) by completing the Disclosure Form of business perks.
- We do not offer, promise, perform nor do we authorize giving any object of value to a government official who does not comply with our Code of Ethics and with the Anticorruption Policy.
- We never offer or receive money in cash or cash equivalents, such as checks traveller or gift cards.
- If we make donations to institutions of charity, we do it according to the laws in force that apply to support the legitimate charitable causes, not as part of an exchange of favours.

## Commercialization and responsible advertising

### **Confidence**

Our marketing claims and advertising are truthful, loyal and honest. They are supported by facts and where appropriate, duly supported evidence. You win the trust of our consumers all the days and you fight to keep the highest marketing and advertising standards on your products.

## Essential Commitments

- We comply with laws and regulations current.
- Our advertising materials and promotional items are accurate and do not have false or misleading claims or confused.
- We guarantee that our marketing it is made from truthful information.
- We seek continuous innovation from our products, to create solutions extraordinary.
- All our advertising material is duly reviewed and supported by the different areas of KCM.

# **Our environment, security and community**

## Sustainability

As a KCM contributor, you must respect social principles international they have as an objective the promotion and protection of human rights. Your commitment is to carry traveller out your operations in such a way that the environment is protected and the sustainable use of natural resources. It is important that you recognize that a chain of sustainable supplies create value for our stakeholders and for KCM, supporting and strengthening the business success consistently and responsible.

### Essential Commitments

- We comply with the laws, regulations and standards environmental and we ensure that our actions do not have an adverse impact in the environment or in the communities in which we operate.
- We support sustainable use of natural resources, including water optimization, reduction, reuse beneficial and recycling waste and reduction of the emission of greenhouse gases greenhouse.
- We use materials in an efficient in design and manufacture of products.
- We guarantee that the products and materials that we acquire come from legitimate sources, resistant and sustainable.
- We are engaged to promote and protect human rights through of the fulfilment of our standards in the social order.
- We improve well-being of people through of social associations and community.

## On-site work security

It is everyone's commitment to work with highest safety standards, to protect not only you but each other.

We want to guarantee safety too to our business partners, to our visits and to all communities where we operate, together with you, share the responsibility to maintain a place of safe and healthy work.

## Essential Commitments

- We comply with the procedures applicable security and we take care mutually to ensure safety in the workplace and to avoid injury and accidents.
- We consider that security is a personal value, we care about self and others safety and we constantly improve security.
- We follow all the procedures of entering and leaving the facilities, such as ask questions or report people who do not have identification and visitors who are without the company of a collaborator.
- We actively participate in drills crisis and security in our locations to know what to do in case of emergency.
- We do not work under the influence of drugs illegal drugs or alcohol and we comply with screening requests for drugs and alcohol, as needed and always under the applicable legislation.
- We do not say or do anything that threatens security or fear, how to possess or use weapons or artifacts dangerous without adequate protection inside at KCM facilities or at events of the company.
- We inform and alert immediately or any unsafe condition to our team leader and safety leader site or security personnel and / or surveillance.

# Our commitment with quality

## Provide products quality

We work and innovate continuously in order to meet our commitment to provide products safe and high quality in all our brands and products. We know that the ultimate goal is that our consumers continue to trust KCM, so that we can bring you products with the highest standards of quality.

### Essential Commitments

- We meet or exceed all the applicable standards of safety and quality.
- We know and comply with the policies and procedures that apply to the products and the activities of our facilities. We never take shortcuts.
- We comply with all laws and regulatory requirements current and we follow the system requirements KCM quality management.
- We do not produce or distribute intentionally products, including objects and services promotional, damaging the consumer health, environment or reputation of the brand.
- If we see, hear or we become aware of something that negatively affects safety, quality or regulatory compliance of a KCM product, we talk and we denounce the fact immediately.

## Ethical business partners

We depend on many people and companies for the supply of inputs; as well also from manufacturing and distribution of our products. Providers of goods and services, manufacturers and contracted distributors are selected carefully through the competition fair. We only partner with companies that offer the best total value and that share our commitment to business, ethical and social responsibility.

## Essential Commitments

- We evaluate qualifications and reputation from our suppliers and explain clearly the reasons why we need before selection.
- We select suppliers based on objective criteria and business practices ethics and we issue purchase orders and contracts before making any work or provide any product.
- We treat our suppliers with honesty and fairness, we honour the conditions of the contracts and we guarantee timely payments.
- We consult and respect our internal purchasing policies and controls.
- All KCM providers must treat their employees with respect and so that they comply with our Code of Ethics and with all laws, regulations and current requirements, as well as our social compliance standards.