

Suppliers Code

The Multiceras Suppliers Code is the basis of our Responsible Sourcing program, which defines the standards we require from our suppliers and their subcontracted suppliers. This document stems from our commitment to comply with the Principles of the United Nations Global Compact, the conventions of the International Labor Organization (ILO) and the guidelines of the Organization for Economic Cooperation and Development (OECD) for multinational companies.

Scope

We establish expectations for suppliers that do business with Multiceras, including their parent companies and subsidiaries, including all their employees (permanent or temporary) and other third parties. Suppliers are responsible for disclosing and communicating this code to their staff when appropriate.

Multiceras asks the supplier to respect all applicable national laws and regulations, as well as to comply with international standards and good manufacturing practices. Multiceras reserves the right to verify compliance with the Code through internal and external mechanisms. The acceptance of this Code is a prerequisite to the contracts that Multiceras makes with its suppliers. By accepting this Code, the supplier undertakes to respect the provisions included in it.

A. Human Rights

A-1 Freedom of Association and Collective Bargaining

The supplier must comply with the law and regulations applicable in their country regarding freedom of association and collective bargaining.

A-2 Forced Labor

Under no circumstances should the supplier use or benefit from any form of forced labor complying with ILO Convention 29 on Forced Labor and ILO Convention 105 on the Abolition of Forced Labor.

A-3 Employment Practices

The supplier will only employ people who have legal authorization to work in their facilities.

A-4 Voluntary Work

The supplier will guarantee that all work must be voluntary, and employees will have the possibility to leave their work or terminate their contract.

A-5 Child Labor

The employment of child labor by the supplier is strictly prohibited, complying with ILO Convention 138 on the minimum age and Convention 182 on the elimination of the worst forms of child labor. Convention 138 of the ILO indicates that the minimum age to work will be 15 years old.

A-6 Fair and Equitable Treatment

- The supplier must act with dignity, respect and integrity with the treatment of its employees.
- The supplier will not discriminate on the basis of ethnicity, national origin, gender, age, disability, social condition, health condition, religion, sexual preferences, marital status or any other violation of human dignity.

- The supplier will respect the privacy rights of its employees as long as it collects private information from them.

A-7 Working Hours

The supplier must respect the applicable national law and regulations, including hours of rest, overtime, rest periods, holidays and maternity leave.

A-8 Wages and Benefits

The supplier must respect the minimum wages and benefits determined by the applicable national law and regulations.

B. Health and Safety

B-1 Working Environment

The supplier will offer its employees a safe and healthy working environment, providing the necessary essential services, infrastructure and personal protective equipment.

B-2 Emergencies

The supplier, its facilities and its personnel must be prepared in infrastructure and training for emergencies, this includes evacuation procedures, drills and first aid, as well as the detection and extinction of fires and emergency exits.

B-3 Safety and Quality of the Product

The supplier's products and services must comply with the safety and quality standards required by applicable law, and the quality standards required by Multiceras.

C. Environment

C-1 Environmental Regulations

The supplier will ensure that its facilities and processes comply with the applicable environmental legislation regarding emissions and waste in the country where it operates.

C-2 Resources Usage, Pollution Prevention and Waste Reduction

The supplier will look for the application of systems that allow it to optimize its production processes, reduce waste and reduce the usage of non-renewable resources.

D. Ethics and Integrity

D-1 No Bribes

- The supplier will not pay, receive or solicit bribes or any promise of advantage that would violate the law.
- The supplier must not offer or promise personal or inappropriate advantages in exchange for favors or actions that allow him to obtain benefits and involve a violation of the law.

D-2 Claims Mechanisms

The supplier will seek to have a system that enables the reception of claims and reports anonymously.

D-3 Origin of Raw Materials

The supplier will seek to purchase from companies, organizations or individuals that comply with the law and regulations applicable to their tax, environmental and labor practices.

D-4 Intellectual Property

The supplier will protect the confidential or private information of its partners and will use that information only for the purposes authorized in the contractual agreement.

D-5 Conflict of Interest

The supplier must inform Multiceras of any situation that could be considered a conflict of interest.

E. Reporting of Code Infractions

In case of having any complaint about infractions of our suppliers or employees to this Code, you can contact us through:

E-1 Email to:
cuentanos@multiceras.com

E-2 Send a document to:
Mireya Marmolejo (Sustainability Manager)
Rectángulos 100, Col. Arco Vial
CP 66023
García, Nuevo León, México