



CODE OF ETHICS & CONDUCT

This Code of Ethics provides guidance on acceptable practices for Allied Print's employees and make us live out the culture and values of our company.

Our company's success and growth depend on our action with full integrity, on improving and maintaining Allied Print's reputation based on our ethical business practices.

1. With our Customers

- Customers are our reason of being. Their satisfaction is fundamental to our success, therefore, the quality of our products and services are our main commitment to them.
- We offer specific solutions with printed products to the market. We are passionately committed to manufacturing our products according to the contract specifications.
- We offer our products on a fairly manner without deceptive or dishonest practices.
- On deals and negotiations with Clients there is no place for any type of corruption, bribery, extortion, preferences, or any contrary practice to the values of our organization.

2. With our Shareholders

- We establish the best managing practices to provide full transparency and trust to our Shareholders. We are convinced that a good management contributes significantly to the shareholders' mandate to be a responsible, efficient, and profitable company.
- Our commitment is to provide our Shareholders with a reasonable return on their investment in a sustained manner by creating long-term value.
- Our company provides, in accordance with the laws, the necessary information so that the decision-making of our shareholders is carried out on solid and known bases. This information is always based on a clear and transparent accounting, adhering to the applicable standards.
- We use resources efficiently and profitably, observing the highest standards of ethical and legal conduct in all our business practices and transactions that we carry out.

3. With our Employees

- ALLIED PRINT pursue that each collaborator is treated respectfully and that they find a suitable work environment for their development both professionally and personally.
- No one can ask employees to break the law, or go against the company's procedures, policies, and values.
- Those employees who wish to send a suggestion on how to improve the practice of values in ALLIED PRINT, may do it, through their direct boss, the Administrative Management and / or the General Management.

3.1. Respect for the person

- Each employee has unique value, and we recognize their individual contribution. We respect them and do not allow any discrimination based on age, gender, religion, race, marital status, politics, different abilities, pregnancy, sexual orientation or for any other condition.
- The previous provision applies to all aspects of employment, including recruitment, selection, promotion, change of position, transfers, termination of the work relationship, compensation, education, training and in general to all work conditions.
- Employees' personal data is handled with absolute discretion and protected in accordance with applicable laws.



3.2. Development and Values

- We are committed to promoting the development of our employees and fostering adherence to the highest moral values and ethical standards. We show and spread our Values through our conduct.
- We care about our employees' training.
- At ALLIED PRINT we believe in the good faith of the other unless proven otherwise.
- We do not tolerate any type of harassment or conditioning to our collaborators, or that the success of a person depends on favoritism or bribing.
- Our commitment is to maintain a harassment-free work environment, including language or behaviors that may be intimidating, discriminatory and/or offensive.
- ALLIED PRINT comply with all applicable regulations pertaining to wages, hours, and legally mandated benefits.
- We understand that this respectful posture will provide our staff with job security and will encourage them to trust the company and dedicate themselves to their tasks with dedication.
- We provide staff with the relevant facilities and resources they need to develop their talent and skills and apply it to take on greater responsibilities, within the opportunities presented to them.
- In ALLIED PRINT, child labor and any type of forced labor are prohibited.

3.3. Safety

- We deeply value and we respect lives and health of all our employees.
- Physical integrity of our staff has priority over operation efficiency and business results. For this reason, we are committed to providing a safe workplace and continuously generating a culture that preserves the physical and mental health of employees. Likewise, we keep in mind the safety of Clients, Suppliers, Contractors, and the social environment we operate with.

3.4. Information and Confidentiality

- Every employee of ALLIED PRINT is committed to giving responsible and legitimate use of the information they handle, safeguarding the confidentiality and security of the information as intellectual and / or industrial property.
- The above provision also applies to employees who have terminated their work relationship with ALLIED PRINT.
- We are against making false, misleading, or incomplete accounting records.
- Information property of third parties known by ALLIED PRINT due to commercial relationships, must be treated with the same care and under the same rules as internal and/or confidential information, especially when it has been shared under this condition.

3.5. Conflict of Interest

- ALLIED PRINT employees must avoid conflicts of interest and identify situations where these may occur.
- Employees cannot:
 - Participate in business or activities that involve competition or interference for the company, either directly or indirectly.
 - Take advantage of their job function or position to obtain personal, family, or third-party benefits.
 - Accept jobs, income and / or benefits from suppliers, competitors, or customers.



- The purchase of ALLIED PRINT products by employees is limited to their personal use only. Employees or their families are not allowed to engage in the commercialization, distribution, transportation, or transformation of ALLIED PRINT products or services, unless express authorization.
- All ALLIED PRINT employees are obligated to declare any personal interest that may influence their performance at work or their decision-making, and they must report it in writing form to their immediate boss and Administrative Management.

3.6. Integrity and Corruption

- We do not compromise our values for profits.
- Bribery, corruption, and extortion are not allowed under any circumstances.
- Employees are not allowed to accept or give gifts, favors, courtesies or entertainment to customers and suppliers, which may generate a compromise, except for items of symbolic value such as promotional products or related items.
- Unsolicited gifts from suppliers or other business partners must be presented to the Administrative Management for institutional use.

3.7. Family work

- Employees' family members can work at ALLIED PRINT or apply for an open position if they fulfill the requirements for the position.
- Direct or indirect supervisory relationships between family members and work relationships with interaction of process between relatives must be avoided.
- Kinship of employees must not influence on labor relationships.
- To carry out the above, those who exercise any level of leadership have a responsibility to monitor this aspect to prevent potential conflicts and act with diligence.

4. With our Suppliers

- Our commitment is to give a fair and equitable treatment to our suppliers. Doing honest negotiations, avoiding discrimination, impositions and / or unfair practices.
- Employees are not allowed to be suppliers of the company.
- Employees may not conduct business on behalf of ALLIED PRINT and may not use their influence to get the company to do business with an organization or vendor with which an employee or an employee's family member is associated.
- Employees who deal directly with suppliers or contractors should avoid contracting their products or services for their private use.
- Quotations presented by suppliers will be evaluated in a comprehensive way, considering not only price, but quality, service, added value, etc.
- We value healthy and fair competition in the process of evaluating the best suppliers and their proposals, to generate lasting and profitable business relationships for both parties.
- We are pledged to protect confidential information provided by suppliers, and we encourage suppliers to comply with ALLIED PRINT'S confidentiality policies as well.
- We pursue synergies with suppliers to improve the characteristics of the materials and services that we request from them, through a long-term relationship.
- As a way of promoting the legality of operations, we take care that our suppliers do not engage in illegal practices such as money laundering, or failure to comply with their fiscal, environmental, or social obligations.

5. With our Competitors



- At ALLIED PRINT we are committed to respect our competitors and avoid unfair business practices.
- Our competition basis is supported on quality, service, and commercial strategy in accordance with Our Policies and Values.
- All information related to competitors will be handled properly.

6. With the Government

- We keep abreast of the laws and regulations of the localities where we do business in order to comply with them and prevent potential violations.
- We understand and respect the practices of the communities where we operate if they do not violate the law or are contrary to our Policies and Values.
- We do not hold any political or partisan affiliation; however, we encourage participation in professional associations and citizen organizations, and we also encourage the responsible exercise of political rights. Employee participation in political and / or electoral activities will be as private citizens and may not include contributions of time, financial support, and resources that belong to ALLIED PRINT.

7. With society and the environment

- We are committed to support the economic and social development of the communities where we operate, through the creation and maintenance of sources of decent and productive employment.
- We respect the needs and concerns of the communities where we live and work.
- Our products, services and manufacturing methods reflect the above mentioned and our belief that what is good for the environment is good for ALLIED PRINT.
- We are committed to complying with the environmental regulations applicable to our industry. We also promote the care of the environment and natural resources among our staff.

8. With Productivity and Resources

- At ALLIED PRINT we want to create a highly productive and efficient company, including the human factor, therefore, we must give a rational and sustainable use of our resources, avoiding waste.
- The custody, proper use, and preservation of ALLIED PRINT resources and assets are each employees' responsibility.
- Use of assets and resources will be for company's purposes and employees cannot use them for personal benefit.
- Employees must not use company resources to send, receive, access or save printed or electronic information outside the company, as well as information that is sexually explicit, offensive, promotes violence, gambling, drugs or illegal purchase or use of weapons.

9. Compliance

- All employees are required to comply the present Code. If a violation occur, appropriate disciplinary actions will be taken. Such actions may include warnings, suspension, termination or even referral for criminal prosecution. Ignorance of this Code does not exclude its fulfilment and compliance.
- The department leaders will be an unquestionable example of compliance with this Code, and its constant dissemination. Also, to ensure that appropriate disciplinary measures are taken in case of non-compliance by their teams' members.



- If applicable, employees must report suspicious situations or activities to their immediate boss and Administrative Management, such as:
 - Theft or fraud
 - Accounting matters and false reports
 - Conflict of interest
 - Inappropriate gifts or gratuities
 - Misuse of company resources
 - Breaking of laws
- Denunciations will be investigated, and the company will not tolerate retaliation against those who make a report in good faith or who cooperate with an investigation.
- Malicious or false reports will also be investigated and sanctioned.
- Situations that are not stipulated in this Code will be resolved based on adherence to the law, our policies and values and goodwill.