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## 1. INTRODUCTION

### 1.1 Managing Director's Message

Dear colleagues, since the founding of the company until today we have consolidated an innovative and global company. This has been the result of the work and effort of a responsible team, totally committed to excellence in our results. When analyzing the quality of our company, it is noticeable that we are made up of a select group of colleagues with great talent, and who in addition, live the values and corporate culture that distinguish us daily.

It is important that, along with our values, we establish a Code of Ethics that provides us the lines of action to face any challenges and take the best decisions in our professional performance. The Code below is a collaborative work between the leaders of each process, who knowing the context of their activities, have been able to form behavior guidelines that can serve as a guide.

To be recognized by our customers as an ethical and professional company is essential, but it is even more important for us to have the satisfaction of knowing that internally we are working in accordance with our values, behaving with integrity and honesty.

I invite you to see in this Code of Ethics an ally for the success of our team. I know that with the support of each one of you we will continue to improve and grow FDF, without losing our values and organizational culture.

Sincerely,  
Jorge Ricardo Castillo Arizpe  
Managing Director LATAM

### 1.2 Objectives of our Code of Ethics:

- Define the ethical behaviors and attitudes that should guide us everyday.
- Establish the ethical responsibilities of managers, leaders and collaborators at FDF.
- Indicate the procedure to report actions that conflict with the Code of Ethics.

### 1.3 Importance of Ethics at FDFLA:

FDF is characterized by its diversity. We are a company with collaborators in Latin America. We live in a global context that allows us to have commercial and professional relationships with customers and suppliers throughout the world. These interactions, coupled with the activities within each area in which we are experts in, face our collaborators with daily challenges to make correct decisions.

This Code of Ethics will allow us to be aligned with the lines of action we must consider. It is essential to refine our senses to detect situations that may involve ethical conflicts. When in doubt, it is better to stop and even ask for advice to be able to move forward

firmly. Knowing and behaving in accordance with the Code will help us to maintain professionalism and unity as members of the FDF team.

Throughout this document we can find sections related to the different actors with whom we live in the context of our work, with tips to live our values day by day: **with ourselves, our communities, consumers and customers** as well as with **our market and suppliers**.

Being aware of how the action of an individual impacts the rest of the organization is the key to performing ethically. Our Code will serve as the main pillar in this work, contributing to our success as a team.

This document is inspired by the International Labour Organization (ILO), Declaration on Fundamental Principles and Rights at Work and by the ten principles of the United Nations Global Compact.

## **2. OUR CULTURE**

### **2.1 Mission:**

We are an innovative and flexible company, which seeks to surprise the customers of the food industry in Latin America with solutions for their ingredients needs.

### **2.2 Vision:**

To be recognized by customers as leaders in delivering innovative solutions, generating value for our business partners and well-being for our collaborators.

### **2.3 Our Values:**

#### ✓ **Lead with integrity**

It's listed first because it's the most important.

We act with transparency, responsibility & congruence, creating safe and trusting relationships with all people.

With integrity and common wellbeing in sight we will excel at everything worthwhile.

#### ✓ **Treat people well**

We believe people are more important than projects.

Our vision to fuel life's important moments has everything to do with people. We acknowledge & accept our individual, cultural, personality & work style differences, understanding that each person is equally important.

The difference we can make in a person's life is what motivates us.

✓ **Chase big goals**

We love to celebrate what we accomplished, but we're focused on the future we build each day.

We take on challenges to build new businesses, overcoming obstacles and resistance along the way.

We act as if we owned the company, looking to do what's never been done before.

✓ **Do what matters most:**

Success is not measured by busy schedules, but by strategic decisions.

We make sure to focus our efforts on what will generate the greatest impact, creating the best solutions for internal and external customers with trust, commitment, and loyalty.

✓ **Win together**

We are a team in every sense of the word. We replace the ego of "I" with the humility of "we".

We are open to sharing opinions and knowledge. We are aware that success is greater when everyone's strengths are combined.

When we win, which is often, we win together.

✓ **Learn & grow**

To be an expert we must devote time and resources to learning and growing everyday.

Things change so quickly that we must be curious, open-minded, and courageous to find new ways of doing everyday things or creating different things, building success and better results for everyone.

✓ **Contribute for sustainable development**

We are aware of the environmental and social impact our activities and those of the company have, so we act responsibly; carefully using resources, and seeking the common good to ensure the present and future of everyone. #CareToTHRIVE.

## 2.4 Code of Ethics: Principles

✓ **Our People:**

Always with integrity, we treat each other with respect, valuing diversity and collaborating for success.

✓ **Our Market:**

We are passionate and committed to provide the most innovative solutions to our customers.

✓ **Communities:**

We are leaders who are concerned about the responsible use of natural resources and the well-being of our communities.

### 3 USING THE CODE OF ETHICS

#### 3.1 How to respect the code of Ethics?

This Code applies to all collaborators (including managers) of FDF Latin America. Failure to comply with this Code of Ethics will initiate the corresponding investigations, always in a respectful and fair manner.

To respect the Code:

**3.1.1** Always think about the ethical implications of your decisions.

**3.1.2** If you have any questions or concerns, seek guidance with Human Capital or ask your direct boss.

**3.1.3** If you need to report an incident, please do so through the suggestion's mailbox or directly with the Human Capital Manager.

**3.1.4** Seek to act honestly and in accordance with ethical and legal regulations in your country.

#### 3.2 Responsibilities: How we do things at FDFLA

##### 3.2.1 Responsibilities for everyone

At FDF we believe that we are all part of the success and positive results of the company; so, at the same time we are co-responsible for how each of our actions influence the rest of the participants as well as the final product. To make the best decisions it is necessary that we take the following into consideration:

**3.2.1 Act with integrity:** We fulfill our commitments, respecting this Code, as well as the laws of the countries in which we operate, acting responsibly and with good intentions.

**3.2.2 Valuing diversity:** In each collaboration we value the voice of all, understanding that we can achieve better results through our differences.

**3.2.3 Build trust:** We practice humility in the understanding that, although each collaborator is a specialist in their area, we can all contribute to have a greater reach as a team.

**3.2.4 Seek guidance:** When any questions or concerns arise, we look for the way to provide a solution through the established means.

### **3.3 Responsibilities of Leaders and Managers:**

Although at FDF we are all co-responsible for our actions and results, leaders and managers play a special role in the organizational structure from which they can have a greater impact. Leaders and managers are expected to consider the following:

- 3.3.1** Promote a harmonious working environment where the respect for diversity, collaboration and ethical behavior marked by this Code converge.
- 3.3.2** Behave in accordance with FDF's behaviors and values to serve as a leading example.
- 3.3.3** Give continuous feedback to their team on how the values must be lived, providing strategies to return to them when the collaborator needs it.
- 3.3.4** Identify when there are risks of ethical compliance, ensuring that there is no breach.
- 3.3.5** Analyze the ethical implications of each decision made by them and their team, both in business matters as in interactions with other collaborators.
- 3.3.6** Advise collaborators on their doubts and expectations, safeguarding ethical behaviors and a harmonious working environment.

### **3.4 Human Capital Responsibilities:**

- 3.4.1** Communicate the Code of Ethics to all collaborators in each office.
- 3.4.2** Communicate the procedure for registering complaints, accusations, or concerns among collaborators.
- 3.4.3** Verify that each of the standards and guidelines adhere to the company's values.
- 3.4.4** Update the Code according to the needs of the company and the context in which it is lived.
- 3.4.5** Respond to concerns and doubts and initiate investigations when a case of apparent or actual violation of the Code happens.
- 3.4.6** Contribute to the awareness and sensitization of collaborators in the knowledge of the Code and its fulfillment.

## **4 CULTURE OF LAWFULNESS**

### **4.1 Law enforcement**

- 4.1.1** We focus on generating fair and transparent business practices, ensuring compliance with the laws and regulations of the countries where we operate.
- 4.1.2** We seek honesty internally and with each of our partners, avoiding alliances with actors that could damage our corporate reputation.
- 4.1.3** By no means, in our activities both inside and outside the company, we participate or assist with someone in practices of corruption, either directly or through a third party.

- 4.1.4** We do not grant or accept on behalf of the company or personally, gifts, favors, gifts, concessions, advantageous conditions, commissions or any form of compensation or economic or material stimulus to influence a business decision.
- 4.1.5** We consider as unacceptable bribes and/or extortion of government officials or to any other entity.
- 4.1.6** We support all financial and business operations with the relevant documentation established by the company's procedures.
- 4.1.7** We record and classify all transactions in the accounting period in accordance with the administrative requirements of any transaction.
- 4.1.8** All reports made to regulatory authorities are correct, accurate, timely and understandable.
- 4.1.9** We will not establish any undisclosed funds or assets.
- 4.1.10** Management positions continuously seek to create, design, establish and maintain an effective system of internal accounting controls, demonstrating that those controls have been evaluated and documented.
- 4.1.11** All areas comply with the legal statutes that rule our activities, and we adhere to federal and local rules of our locations.
- 4.1.12** Items mentioned in this Code may be inspected by any figure of FDF and may be a reference for internal or external audits.
- 4.1.13** The collaborator who commits faults to the behaviors described here will give sufficient reason to terminate any commercial relationship with FDF Latin America and/or the corresponding sanctions will be applied in accordance with the country's normative standards.

## **4.2 Voluntary work**

- 4.2.1** We do not allow:
- a)** Work performed by children under the age of 15, except for any permitted by the ILO or applicable national laws, provided that the work does not expose them to unnecessary physical risks which may impair their physical, mental, or emotional development according to the ILO Convention No. 138 on minimum age and 182 on the elimination of the worst forms of child labour; and
  - b)** Forced labour, understood by the latter as any form of work or service required of a collaborator under the threat of another individual (using **corporal punishment, imprisonment, or threats of violence as a disciplinary or control method**),

c) As well as withholding identifications, passports, work permits or deposits of collaborators as a condition of employment, in accordance with ILO Convention No. 29 on Forced Labour and 105 on the abolition of forced labour.

**4.2.2** We do not participate in or support human trafficking, and we certify in writing that necessary and sufficient procedures have been implemented towards labor-related processes, to ensure that they comply with the laws against human trafficking and slavery.

**4.2.3** **We respect the right of free association of collaborators, to form or unite in a lawful and peaceful manner, in accordance with laws and applicable rules.**

### **4.3 Labor equality and gender Equity**

**4.3.1** We act with dignity, respect, and integrity in towards our collaborators.

**4.3.2** We provide equal opportunities (in employment and occupation), and we prohibit discrimination, any distinction, exclusion, or preference based on race, religion, nationality, skin color, sex, sexual orientation, age, political opinion, national ascendancy or social origin or towards people with disabilities in accordance with convention No.111 on ILO discrimination.

**4.3.3** We do not allow any form of harassment, threat, intimidation or verbal, sexual, physical or psychological abuse.

**4.3.4** We value each opinion and perspective as a point to consider for enriching discussions in decision-making.

**4.3.5** We maintain an objective opinion when hiring, maintaining and promoting collaborators, basing our decisions on their achievements, merits and performance.

### **4.4 Working hours and compensation**

**4.4.1** We provide days off to our collaborators, holidays, permits, and ensure that working hours are adequate and in conformity with applicable laws.

**4.4.2** We have enough salaries, according to the laws established to cover the basic needs of collaborators and people in our company and compensate with benefits that comply with the law.

### **4.5 Anticorruption**

**4.5.1** We are subject to various regulations regarding the fight against corruption, so we recognize and accept that it is strictly prohibited by law to offer or accept, directly or indirectly, bribes or gifts of any kind, which may influence the action or omission of public officials (of any order and level) and/or third parties that in an unjustified, intentional and/or guilty manner breach their

duty in the public service and/or establish an influence or benefit to obtain or facilitate potential business and/or commercial advantages and/or permits and/or the analogous- Therefore, we commit and force ourselves to act, at all times, according to the FDF Latin America Code of Ethics.

- 4.5.2** If the collaborator is caught practicing acts of corruption, he is committed to bringing FDF Latin America to peace and safety of any lawsuit or claim brought against the company.
- 4.5.3** In addition in FDF Latin America is not acceptable under any circumstance conditioning a negotiation or commercial relationship in exchange for gifts of any kind, including: courtesies, gifts, travels, favors, concessions, economic or material incentives, meals, discounts, payments in cash or bribes of any kind, for the benefit of collaborators of FDF Latin America or their families, so any unlawful conducts or conditioning of the negotiation or business relationships by any collaborator in FDF Latin America must be denounced.
- 4.5.4** Money laundering by any person or operation of FDF Latin America is strictly prohibited and for being an illegal practice that is contrary to what is stipulated in section 4.1, disciplinary actions graded as a serious will be applied.

## **5 LIVING OUR VALUES: WITH OURSELVES**

### **5.1 Safety and Health**

We believe it is essential that each collaborator is familiar with national health laws and security that apply to their workspace both in the warehouse facilities and in the office, as well as all related business policies.

- 5.1.1** We take care of each other by avoiding unsafe conditions that may result in accidents. We provide our collaborators with a healthy and safe working environment, and we take all appropriate measures to avoid accidents at the workplace.
- 5.1.2** If a partner presents threatening or violent attitudes or if there is hardware in poor condition, we report it to the designated area or instances.
- 5.1.3** Our health is paramount so, if we're sick, we take action such as the use of face masks and/or anti-bacterial gel to avoid contagion.
- 5.1.4** To ensure the safety of our space, we participate in the practice of emergency drills and security procedures, paying attention to act appropriately in the event of a disaster. We have fire detectors and extinguishing equipment, and adequate emergency exits.
- 5.1.5** We take responsibility for our comments and avoid saying any that could endanger the safety of others or cause panic among collaborators.
- 5.1.6** The use and carrying of drugs, alcohol and weapons is strictly prohibited in the workplace.

## **5.2 Interpersonal relationships**

- 5.2.1** We take care of how we speak to others, avoiding the use of aggressive language or derogatory words to qualify others.
- 5.2.2** We respect the personal space of each collaborator, avoiding making them feel uncomfortable.
- 5.2.3** We promote a workspace where problems are solved directly, talking face-to-face with the person with whom the situation is presenting and avoid creating a hostile environment in informal hall talks.
- 5.2.4** We are aware that our actions and comments may be perceived or misunderstood by others, so we take responsibility for what we say and do.
- 5.2.5** We do not tolerate any abuse or harassment of colleagues, business partners or any other person with whom the company has any relationship.
- 5.2.6** There is zero tolerance for unwanted verbal or physical behaviors (sexual or otherwise).
- 5.2.7** We avoid derogatory and degrading jokes regarding origin, ethnicity, skin color, age, gender, sexual orientation, or of any kind.
- 5.2.8** We inform the manager or the Human Capital team about any harassment incident, so that an investigation and pertinent actions may begin.

## **5.3 Use of Tools and Information**

- 5.3.1** We protect and preserve the tangible and intangible assets of the company, for their efficient use, contributing to the achievement of the business objectives and not for personal benefit.
- 5.3.2** Before accepting external invitations to give presentations, conferences, courses, etc., related to the company or our work within it, we seek authorization from the General Manager or Area Manager.
- 5.3.3** We use FDF's computer equipment and services exclusively for activities of the company. Similarly, vehicles classified as "utilitarian", are only used for the objectives of the responsibilities of the collaborator's role in the company.

## **5.4 Privacy and Confidential Information**

- 5.4.1** We respect all applicable privacy laws in each country where we operate, as well as the privacy policies of the company.
- 5.4.2** Personal data is collected and used only for legitimate purposes.
- 5.4.3** We do not leak classified company information to external individuals. Also, when we have confidential information, we do not distribute it with other collaborators until an official communication is released.
- 5.4.4** We do not disclose confidential information regarding processes, methods, strategies, plans, projects, technical, markets or any other.
- 5.4.5** We are aware that, when carrying out activities as a professor, exhibitor or student, we can only use the public information of FDF not any which is private.

## **5.5 Conflicts of interest.**

- 5.5.1** We believe that it is essential to avoid supervising someone with whom there is a close or family relationship.
- 5.5.2** To avoid situations of favoritism, we do not participate in the selection or administration of the relationship with a trading partner if the firm employs someone with whom there is a personal or close family relationship.
- 5.5.3** With the aim of maintaining neutral positions within the organization, directors and collaborators should avoid having interests or investments that enable them to significantly influence competing businesses.
- 5.5.4** We report to the appropriate authority within the company when a person cannot fulfill their responsibilities objectively due to pressure from third parties using their position, authority or influence in the company.
- 5.5.5** Taking care to give our best effort, we avoid activities that interfere with the performance and responsibilities of our work or that jeopardize the business and reputation of the company.
- 5.5.6** We do not use our position or role in the company to generate an inappropriate personal gain.
- 5.5.7** Commercial gifts, favors and courtesy invitations are acceptable provided that: they are not requested, have a minimum value, are modest, are not cash or cash equivalents, do not create an obligation to the recipient, etc.

## **6 LIVING OUR VALUES: WITH THE COMMUNITIES**

### **6.1 Environment**

We recognize the commitment of the company to practice principles and values that seek to generate economic and social value through our growth and sustainability.

- 6.1.1** We comply with all environmental care standards established by the law and by the internal regulations of the company.
- 6.1.2** There is an awareness of the effect that each company procedure has in the environment.
- 6.1.3** We use energy sources efficiently, trying to diminish the impact of these as far as possible.
- 6.1.4** We take actions to reduce waste and recycle materials, finding appropriate alternative uses.

### **6.2 Social Responsibility**

- 6.2.1** We believe in the importance of social impact, supporting it within the framework of legality of each country, in compliance with the standards established in any donation of funds.
- 6.2.2** We have the authorization of the General Management before donating funds or making any contribution on behalf of the company.
- 6.2.3** Whenever charitable donations or contributions are made, we verify that these meet their objective and are used in a legal form.
- 6.2.4** We do not pressure other collaborators to contribute to charities or other causes, they must be an act of good faith.

**6.2.5** Retaliation against those who decide not to participate in social projects are prohibited.

### **6.3 Political and religious participation**

**6.3.1** All political participation of any collaborator is in a personal capacity and never on behalf of the company.

**6.3.2** We do not use company funds to contribute to political or religious causes.

## **7 LIVING OUR VALUES: WITH OUR CONSUMERS AND CUSTOMERS**

### **7.1 Quality and value**

To do the best work, each collaborator contributes to ensure compliance with applicable quality standards.

**7.1.1** All products and services we supply meet the standards of safety and quality required by applicable laws and standards required by our customers.

**7.1.2** We immediately report any problems or concerns related to the quality or safety of the products to the appropriate instances.

**7.1.3** We actively participate in the training given by all the areas to know in detail the information needed to comply with the work of our roles.

**7.1.4** We take seriously our inputs to decision-making to contribute and add value to our interventions.

**7.1.5** We are responsible of the information that is provided to customers to not leave out any situations with the aim of deceiving and hiding data relevant to them.

### **7.2 Marketing**

We market our products honestly and without deceiving anyone.

**7.2.1** We ensure that information in advertising and marketing materials is based as required by the law of each country.

**7.2.2** We comply with the operating laws of each country and copyright regulations.

**7.2.3** We do not engage in unfair and dishonest competition.

**7.2.4** We prepare all publicity with honesty and a sense of social responsibility.

**7.2.5** We seek to respect integrity and human dignity, without resorting to the use of culturally offensive symbols to a gender, race, religion, social class, or political preference.

### **7.3 Customer data and service**

**7.3.1** We handle personal data responsibly and abide by the laws of privacy and policies of those with whom we have a commercial relationship.

- 7.3.2 We do not disclose personal information to anyone, inside and outside the company, unless it is for legitimate purposes within the context of the business relationship.
- 7.3.3 We serve customers by offering equal treatment in all aspects, providing products and services with the highest quality, aligned to the official regulation of each country and to the applicable laws.
- 7.3.4 We do not make false or misleading comparisons to equivalent products or services offered by competitors.

## **8 LIVING OUR VALUES: WITH OUR MARKET AND SUPPLIERS**

### **8.1 Relationship conditions**

- 8.1.1 Transparency and objectivity in the purchasing process. The goal pursued by FDF Latin America and its partners with suppliers and customers is the transparency, objectivity and truthfulness of its processes.

### **8.2 Intellectual property**

- 8.2.1 We respect trademarks, logos, and intellectual property as well as copyright in any publication or commercialization.
- 8.2.2 We respect patent rights, trade secrets and information which are owned by others when innovating internally and working with our partners.

### **8.3 Fair Competition**

- 8.3.1 We do not give false information or statements about offers to competitors.
- 8.3.2 We ensure that the prizes provided in promotions and sales contests are legitimately won.
- 8.3.3 All relationships with competitors, including social activities, are based on the rules established by the company and in accordance with their values.
- 8.3.4 We consider for our portfolio of suppliers that those actors share ethical values and have a strong reputation for fairness and integrity in their dealings.
- 8.3.5 We ensure an equitable participation of suppliers to have an impartial selection based on quality criteria, profitability, and service.
- 8.3.6 We do not disclose with a supplier or with outsiders, the problems or weaknesses observed in another supplier.
- 8.3.7 We consider it illegal to request or receive any incentive from the suppliers to define their selection.

**8.3.8** We maintain a professional attitude and according to the values of the company when representing it taking care of the personal image of the company.

**8.3.9** We do not try to obtain trade secrets or any other confidential information from a competitor.

#### **8.4 Intelligence and investigation**

**8.4.1** We use information from public/private and accessible sources to collect competition and market data.

**8.4.2** We make use of reliable and objective data for the decision-making of the business.

**8.4.3** The information presented to directors and managers about the market is current, verifiable, and lawfully obtained.

**8.4.4** We do not accept or receive information that has been illegally collected.

#### **8.5 Suppliers**

**8.5.1** We seek that the same commitment we have with our customers is reflected in our suppliers.

**8.5.2** In maintaining professional relationships with Suppliers and Subcontractors, the staff of the Purchasing team should, in the field of its responsibilities, always act in the interests of the group and the legal provisions.

**8.5.3** We respect confidentiality of all information received in consultation with a supplier.

**8.5.4** We respect principles and rules of coexistence and competitiveness; without favoring anyone.

**8.5.5** Internal frauds pose a major threat to our activities with consequences for the reputation of the Company and the management of our businesses. Fraud, dishonesty, as any behavior of that kind are strictly prohibited; they may lead to sanctions for the collaborator.

### **9. COMMUNICATION WITH COLLABORATORS**

The practice of listening to the collaborator allows us to know their concerns and doubts and to maintain sustainable relationships based on mutual respect, which is fundamental in our relationships. In that way, we will achieve conditions that are mutually beneficial.

#### **9.1 Media**

FDF Latin America provides electronic media and telephone numbers to let us know any concerns, complaints, or doubts.

## 9.2 Reporting Methods

- 9.2.1 To report a case of misconduct to the Code of Ethics or apparent violation of it, immediately reach out to the Human Capital Manager or using the Suggestion mailbox for an anonymous registration, under the existing procedure.
- 9.2.2 It is important to remember that any denunciation must be made in good faith with the aim of taking care of ethics within FDF and the business interests.
- 9.2.3 It is prohibited to retaliate against anyone who, in good faith, has reported a violation or possible breach of the Code.
- 9.2.4 If you see something that looks or feels wrong, take action as soon as possible. Reporting an incident in time is key to avoiding consequences. All reports will be handled promptly and discreetly, maintaining confidentiality as far as possible.
- 9.2.5 The investigations that are carried out must have the cooperation of those required, always safeguarding the confidentiality and their anonymity to avoid affecting the dignity of those involved.
- 9.2.6 Any resolution to an inquiry shall be determined by the Ethics Committee formed by the General Manager, Human Capital Management, Finance Management and Compliance Management and/or any individual determined by the General Manager.
- 9.2.7 Illegal, unethical behavior or violations of the Code of Ethics may be reported confidentially and anonymously through the following means: suggestion mailbox (on intranet), by e-mail: [denuncia@fdfla.com](mailto:denuncia@fdfla.com), or to the Human Capital direct phone number +52 4422966167.
- 9.2.8 Acceptance of this Code is a prerequisite for establishing a working relationship with FDF Latin America. The collaborator accepts compliance with this Code. The standards of the Code do not replace but are added to the provisions of any legal agreement or contract between the collaborator and FDF Latin America.

## 9.3 Disciplinary action

FDF Latin America has full confidence that all stakeholders comply voluntarily and as a culture with this Code of Ethics and all policies, regulations, guidelines; and complement the present document. Otherwise, disciplinary action will be taken as consequence of the failure to comply with the relevant legal procedures.

Also, if interested parties act against the present Code, FDF Latin America will separate morally and legally of actions and negative consequences and shall take actions corresponding to the gravity, as determined by the Ethics Committee.

## 10. INSPECTIONS

The collaborator agrees that FDF Latin America may perform at any time inspections it deems necessary to corroborate the proper compliance with this Code, as well as anything regarding to the provisions contained in all agreements signed between the collaborator and the company. Therefore, the collaborator is obliged to provide the information and/or documentation that is required for such inspections.

## 11. RESPONSIBILITIES

**Managing Director:** Dictate and lead this policy to make it valid throughout the organization.

**Human Capital Manager:** Keep updated, implement and verify the present document in Mexico and at the LATAM level.

**CL-CO-BR-GT Country Manager:** Implement and verify this document locally. Serve as Head of Human Capital in your country.

**All FDF staff:** Abide by this document as well as all related documents.

## 12. BACKGROUND DOCUMENTS

CODE	DOCUMENT
PL-HCP-07-01-LT	Human Rights Code
PL-HCP-52-06-LT	Psychosocial Risk Policy
RG-HCP-06-06-CL	Internal Regulations on Hygiene and Safety
RG-HCP-71-06-MX	Rules of Procedure labor
RG-HCP-07-06-CO	Rules of Procedure labor
NA	Ley Federal del Trabajo/ Labour Code/ Consolidação das Leis do Trabalho
NA	National Constitution
PG- HCP-08-06-LT	Human Rights risk's analysis
PR-HCP-71-07-LT	Human Rights Risks Addressing Procedure
PR-HCP-71-08-LT	Child labor eradication Procedure
NA	Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer (LGBTIQ+) People Inclusion in the Workplace: A Learning Guide (ILO)

This document is a translation of the original Spanish version. In case of any differences, the Spanish version shall prevail.

### 13. TRACK CHANGES

Previous version	Change description	Date Change	New version
00	New document	07/05/2013	01
01	SGC document coding format and update	17/01/2014	02
02	Code and logo update	16/01/2015	03
03	Organizational philosophy was modified	22/07/2016	04
04	A restructuring and updating of the ethics code	05/07/2017	05
05	A restructuring and updating of the ethics code	05/02/2019	06
06	A restructuring and updating of the ethics code	01/08/2021	07
07	Organizational values were updated	11/01/2024	08
08	A new organizational value and references to new internal documents have been added.	01/03/2025	09
09	The organizational values, logo, and position titles were updated	17/10/2025	10