



Thus, gifts and entertainment must be reasonable, transparent and legitimate, and received or given exclusively for the legitimate interests of the organization. Similarly, they must be sporadic, to avoid that regularly could generate suspicion about their ultimate purpose.

No employee of DERCOISA may offer, grant, request or accept, directly or indirectly, gifts or favors, favors or compensation, in cash or any other nature, that may influence the decision-making process related to the performance of its functions.

Any gift received in contravention of this Code must be immediately returned and the Ethics Committee must be informed about this circumstance. If it is not reasonably possible to return the gift, it shall be handed over to the Corporate Social Responsibility department which, after issuing the corresponding receipt, shall use it for purposes of social interest.

Additionally, gifts and hospitality should be socially acceptable, so that their public knowledge does not generate discomfort to the recipient or the person who gives them. The company understands that the maximum value of the services or gifts given should not exceed 100 euros, a number that may be reviewed periodically by the Ethics Committee.

In addition, invitations to foreign clients that may be sent to visit Spain must be authorized by the Manager.

In those cases, in which DERCOISA hires the services of third parties for the commercial development of the company in third countries, these must formally assume the commitments of conduct set out in the DERCOISA's Ethical Code, especially with regard to relations with clients and suppliers.

In case of doubt about the acceptability of practices in this area, employees must consult the Ethical Code.

4.14. Operations register

All operations with economic significance by the company will appear with transparency and clarity in appropriate accounting records which represent the reality about transactions carried out. That information will be available to internal and external auditors.

DERCOISA employees will introduce the economical information in the company systems clearly and sharply according to the applied legislation.

DERCOISA is committed to use and update a proper internal control system regarding economical movements, guaranteeing a periodic supervision about its performance.