



4.10. Use of company goods and services

The employees of DERCOSA will efficiently use the company's goods and services and won't overuse them for their own benefit.

Regarding this aspect, the employees of DERCOSA will in no case use the equipment DERCOSA leaves at their disposal to install or download programs, apps or contents of illegal use, which contradict the rules of the company or which could harm its reputation. Also, they won't make use of the funds or cards of the company to defray actions that aren't proper of their professional activity.

The employees will have to know the documents and data contained in the systems and technology equipment of the DERCOSA information, they may be subject to review by competent units of the company, or by third parties designated by the company, when deemed necessary and allowed by the regulations in force.

4.11. Confidentiality of the information and personal data protection

DERCOSA employees have the obligation to protect the information and knowledge generated within the organization, its property or that the company holds.

Employees shall refrain from using for their own benefit any data, information or any document obtained during the exercise of their professional activity. Nor shall they communicate information to third parties, except in compliance with applicable regulations, company rules or when they are expressly authorized to do so. Likewise, they shall not use data, information or documents of a confidential nature coming from a third party without its written authorization.

DERCOSA employees are committed to maintaining confidentiality and to making use, according with internal regulations, of any data, information or document obtained during the exercise of their responsibilities in the company. In general, the information to which they have access must be considered confidential and may only be used for its initial purpose.

Also, they must not make duplicates, reproduce or make more use of the information than is necessary for the development of their tasks and must not store it in information systems.