



Logistics, Maritime and Port Services

Code of Ethics





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Introducing
the company

The company

Noatum is a leading multinational group in transport and logistics services.

Our work is divided into three main business areas: Noatum Maritime, focusing on providing maritime services; Noatum Logistics, our comprehensive logistics operator, and Noatum Terminals, our port operations division.

The cross-sectoral approach in our services in these three areas means we can provide comprehensive solutions, with a high

degree of specialisation and innovation.

Today, Noatum is renowned for the excellence of its service and its specialised and trusted staff of more than 4,200 professionals.

We believe in all our activities making a mark in terms of responsibility and a commitment to quality, people and the environment.

Principles of the Code of Ethics

The development of the Code of Ethics is within the framework of the company's legal compliance management system and the Corporate Social Responsibility project. This management system defines the tools to fight against and prevent the crimes that are established in the Penal Code and to set our common ethical framework..

We are committed to embrace and follow the ten principles set forth by the United Nations Global Compact. We are committed to high ethics business standards in the conduct of our business and in our relations with all stakeholders, as they play an essential role in ensuring our sustainable growth and success.

Noatum's Compliance Officer is responsible to define, validate and investigate conducts that could be contrary to ethics, the law or our rules and values.. In addition, the Compliance Officer is in charge of the management of the whistleblowing channel.

Third parties audit our legal compliance management system. Besides, a Sustainability report will be carried out and published to corroborate the progress in the fight against corruption.



Principles of the
Code of Ethics

1. Committed to the law

The commitment to comply with the law at all levels, and ensuring that suppliers and customers also act in accordance with it, is essential to keep the company's good reputation and image.

Our approach in keeping the management system and fulfilling the legal requirements in the framework of corporate social responsibility is through the present Code of Ethics and the appointment of a Compliance Officer.

Risks are evaluated and a protocol to investigate and detect crimes has been developed to fulfil the law in terms of legal compliance. There are different systems to detect them, like routine controls, as well as an anonymous complaint channel. Internal audits of the different management areas of our activity are a tool of continuous improvement to detect new opportunities to improve our management model.

2. Committed to the working environment and the workers

2.1. Respect, dignity and no discrimination

We are committed to the principles of human rights. Noatum foster a culture that prioritize human dignity, equality, no discrimination and freedoms of all individuals.

Our company's behaviour has to show respect and courtesy to all the implied parts. The base of a satisfactory relationship comes from respecting people, equal opportunities, dialogue and the non-existence of inequalities.

Noatum vehemently condemn modern slavery in all its form. We are committed to maintain supply chains that are untainted by any form of forced labor or exploitation.

Noatum have a common human resources policy that defines the issue's vision and mission in the company.

2.2. Health and Safety Management System

Complying with the law in terms of health and safety is a key factor in our management system that is certified by a third party. The management of health and safety at work is an essential aspect in people's protection, as well as the coordination of business activities as a way to connect the interested parties.

2.3. Absence of drugs and alcohol

It is forbidden to have, distribute or consume any type of drug in the premises or workplace, except those that have been medically prescribed. Drinking alcohol can have a negative impact in the health and safety at work, due to entailing risks for both the concerned workers and the normal development of their responsibilities.

Consequently, it will be limited to those situations that cannot affect the normal development of the personnel's tasks.

3. Committed to protect the premises and the goods that our customers entrust to us

3.1. Protection and use of the premises and equipment

Everyone must keep the premises, equipment and work environment safe and in good working order. The premises must be used with respect and kept clean and tidy.

Principles of the Code of Ethics

4. Committed to data protection and intellectual property management

4.1. Use of data and information systems

Noatum have implemented an information security system to make sure that the information is safe. This way confidential information is guaranteed, as well as the intellectual property of the company, of customers and of commercial partners.

4.2. Thefts or misappropriation of assets and information

Each professional has to try to protect the assets and tools owned by Noatum, avoiding that third parties may get the information illegally. This includes the protection against non-authorized use, thefts and use for illegal or improper purposes.

4.3. Information security system

E-mail, the Intranet, Internet, mobile phones and tablets must be only used for the correct development of the job and the correspondent tasks.

It will only be allowed to access the authorised information systems.

It will not be allowed to install, use or distribute any type of software that could affect the systems security or do actions that could contribute to having computer virus.

5. Committed to the environment

5.1. Complying the law

Noatum have a system to identify and make sure that the environmental regulations in force are complied with.

5.2. Environmental management system

Maintaining our environmental management system is a commitment towards a sustainable development and the protection of the environment. We pay special attention in preventing pollution and minimising the environmental impact of the activities that the group carries out.

5.3. Agreements on good environmental practices

We are committed to the port authorities in the implementation of good environmental practices.

6. Committed to the different groups of interest

6.1. Malpractices or dishonest promises

It will not be allowed to make false statements or promises that cannot be fulfilled in the relationships with any group of interest like customers, the public administration or society.

6.2. Briberies, corruption and illegal commissions

It is forbidden to practice corruption, bribery or paying for favours in all their active and passive ways, by means of both acts or omissions and promoting irregular or favouring situations.

6.3. Privacy and data protection

According to the data protection act, all the confidential information is duly protected in files for such purpose.

Noatum have developed a management system in accordance with the data protection act to ensure privacy and data protection.

6.4. Quality management system

Our quality management systems have been certified and one of our indicators is following up the customer's satisfaction.

7. Committed to collaborating with our commercial partners

Commercial partners are suppliers or other ways to collaborate like joint ventures.

7.1. Evaluation and homologation

Suppliers are evaluated periodically taking into consideration all the necessary requirements such as finance, health and safety at work, quality, AEO, food safety, industrial safety, environment, Legal Compliance and social responsibility.

7.2. Auditing commercial partners

Noatum reserve the right to carry out assurance audits on their suppliers in order to lay the foundations for an appropriate collaboration commitment.

7.3. Requests to our commercial partners

Noatum have developed the criteria in compliance with the company's corporate social responsibility framework. These criteria are transferred to the suppliers by sending them the Code of Ethics and other relevant information.

8. Committed to financial control

8.1. Inspection

Noatum has defined a set of procedures to properly address the tax and labor inspections ensuring full collaboration and transparency with public authorities.

8.2. Payments

Noatum will be up-to-date with payments to the different administrations in order not to commit any illegalities.

8.3. External audits

An internal audits department check on the correct implementation of administrative-financial procedures.

An external company audits the company's accounts annually in order to have the highest level of transparency in Noatum's actions.

8.4. Fight against tax evasion, fraud and money laundering

The procedures of administration management include protocols against tax evasion, fraud and money laundering, and control actions are carried out on their implementation.

9. Committed to society

Noatum's management of corporate social responsibility goes beyond the law, since we have the objective to promote the stability between economy, the environment and the social factor. We are committed to improving our impact to society with the following management policies:

1. The voluntary implementation of the environmental management system, the negotiation of agreements on good environmental practices.
2. The voluntary implementation of the management system of risk prevention.
3. The implementation of the management system of Legal Compliance.
4. The compulsory implementation of the requirements of legal compliance, environment, health and safety at work, food safety, Authorised Economic Operator and industrial safety.
5. The development and implementation of human resources policies.



How to avoid conflicts
of interest

1. Board of directors or members of different political parties

Noatum have developed protocols of action for the members of the different boards of directors or similar bodies in order to avoid potential conflicts of interests. Consequently, the responsibilities and tasks that are developed are managed with total transparency.

We also take special care in the relationships of Noatum's personnel with employees of the public administration or companies that may have an impact in Noatum's activities to avoid conflicts of interests.

2. Activity outside the company

Any activity carried out outside the company cannot cause a loss of efficiency in Noatum's activity. The premises cannot be used to any other purpose.

3. Confidential information

It is not allowed to use for your own benefit any confidential or favourable information obtained at work. Its inadequate use may affect the company's reputation or economic situation.

4. Presents, gifts, loans or invitations

There are procedures, protocols and instructions to manage the gifts to commercial partners in order to avoid their misinterpretation as a way of influencing the commercial actions.

5. Ownership or participation in venture capital

Having a significant financial interest in those companies with which Noatum have or are about to have commercial interest will be avoided.

6. Political parties

The company's usual business cannot be influenced if one or more employees from the company belong to a political party. Protocols of action in this regard have been defined in order to avoid any conflicts of interests.

7. Grants and sponsorship

Noatum are firmly committed to the communities in which are present and especially to institutions, social entities, charities and underprivileged groups that look after people with different kinds of difficulties. Their management is analysed in order to guarantee that the funds will not finance indirectly terrorist groups and/or associations that carry out illegal activities.



Complaint

Free competition,
implementation,
Whistleblowing channel,
compliance officer

Free competition

The competition in the markets must be protected when companies are pressured in being more efficient and to provide services with higher quality and variety at lower prices. Therefore, Noatum have to invest in improving the quality and producing more incentives that are directly related to economic growth and innovation, which will translate into benefits for consumers.

Whistleblowing channel

There are different channels to report the non-compliance of the present Code of Ethics. All Noatum professionals, customers and suppliers have the obligation to report illegal, unregulated or immoral situations to the company. In this sense, management must be willing to listen and manage appropriately all situations of potential conflict.

Nevertheless, Noatum have an anonymous and confidential whistleblowing channel, hosted by an independent third-party operator, that all the employees and third parties can access through Noatum's website and the intranet page to report a possible crime that may affect the company, the workers or any interested party.

The Compliance Officer will analyse thoroughly the reported cases and will propose possible solutions.

Implementation

The Code of Ethics will be published on the Intranet for the employees' knowledge during its implementation in the company. At the same time, all the management policies and procedures that develop it will be explained.

Compliance Officer

The Compliance Officer is responsible to promote that the whole group know and comply with the Code of Ethics in order to prevent infractions. The Compliance Officer has the responsibility and authority to:

- Solve the enquiries and doubts that may raise about the Code of Ethics, as well as investigating and analysing the complaints that may be done by means of the channel constituted in that regard on the corporate Intranet. The reported cases will be analysed thoroughly, proposing possible solutions.
- Endorse the necessary regulations to develop the Code of Ethics.

The Compliance Officer will evaluate the legal compliance system and all the information that derives from it on an annual basis.



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